



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified candidate for the Heritage and Tourism Manager position.**

Under the direction of the City Manager or their designee, this position will coordinate, preserve, program, market, and guide the continued revitalization of the City of Manor. Represent the department and City in certain tourism, arts and community development opportunities as identified by the City Manager. Assist efforts to enhance community partnerships, provide special event support, and contribute to the City and engagement efforts. The ideal candidate would be an energetic leader who is passionate about advocacy, builds consensus, and possesses exceptional marketing and interpersonal skills.

**Reports to:**

City Manager

**Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function of this position.**

- Develop and encourage opportunities for new business and growth or expansion of current business in the community.
- Develop a data system on reinvestment in the community, available properties, and on businesses, jobs, and property owners.
- Identify unique assets and resources within the community.
- Plan, schedule, and implement special events by organizing all aspects effectively.
- Build opportunities for partnership with the Chamber of Commerce, developmental organizations, and key downtown/neighborhood organizations.
- Assist businesses and property owners with property improvement projects.
- Manages community development activities and initiatives for a designated market area and local venues.
- Develop, implement, maintain, and coordinate City-sponsored events.
- Plan, organize, and execute city-sponsored activities to enhance community engagement.
- Develop, manage, and evaluate marketing plans and innovative strategies for the City.
- Advises downtown merchants and assists in coordinating joint promotional events, such as seasonal festivals, sidewalk sales, etc., to improve the quality and excitement of events and attract people to Manor.
- Conduct market research.
- Explores and evaluates the current and future needs of the community and develops a strong understanding of local issues and needs.
- Uses computers and software programs for various programs and projects.
- May instruct others in work procedures and may provide direction to others on a project basis.
- Performs related work as assigned.

**Working Conditions:**

The work conditions described here are representative of those encountered by an employee while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- A large portion of work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure-related incidents.
- Will include flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies and meetings.
- Stressful situations are inherent to this position.
- Work may require travel, including over-night stays, training, and conducting City business.

**Education/Experience Required:**

- High School diploma/GED required.
- Historic preservation knowledge a plus.
- Bachelor's degree in marketing or equivalent
- Two (2) years of experience and training in Community Development or an equivalent combination of education, training, and experience.

**Other Requirements:**

- Valid Texas Class C Driver's License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.
- Bilingual preferred
- Texas Downtown Association Membership
- Membership in the Film Friendly Texas (FFTX) Office of the Governor
- Membership in the Texas Association of Convention and Visitor Bureau (TACVB).

**Department: Community Development Services**

**Location: Manor, Texas**

**Job Status: Full-Time**

**FSLA Classification: Exempt**

**Salary: \$65,977.60- \$71,032.00**

**Schedule: Monday – Friday, 8:00 AM – 5:00 PM**

**Job Close Date: Open until filled**

For a complete job description, please contact the City of Manor Human Resources Department at (512) 272-5555.

***Please send your City of Manor application to: [jobs@manortx.gov](mailto:jobs@manortx.gov)***

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**