Main Street Manager

City of Brenham

Job Description

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| **Department:** | Tourism and Marketing | **Dept. No.:** | 049 |
| **Reports To:** | Director of Tourism & Marketing | **Pay Grade:** | 25 |
| **EEOC Category:** |  | **FLSA Status:** | Exempt |

## Summary

Responsible for development and implementation of Main Street Annual Plan of Work; Manages and coordinates downtown revitalization program; Coordinates work of local organizations to focus on downtown economic development, including a focus on Historic Preservation and revitalization.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Works with Main Street Board and Committees to develop and implement Annual Plan of Work for Main Street Brenham;
* Coordinates local incentives to assist Main Street Brenham property owners with grants available;
* Represents the Main Street Program at speaking engagements, downtown tours and at community and state level events;
* Establishes and maintains effective working relationships with downtown stakeholders including city and county officials, downtown property and business owners, community organizations and the public;
* Coordinates the enhancement of the physical appearance of Downtown Brenham by supporting building rehabilitation and encouraging aesthetically pleasing presentation of all signage, displays and decor, and develops funding support for said projects;
* Manages all projects of the Main Street program and the Main Street Advisory Board;
* Manages production of downtown events, with aid of Tourism and Marketing Coordinator;
* Will assist Historic Preservation Officer to provide overall administration and program direction for the Preservation Commission, including planning and research, as well as issuing certificate of appropriateness for projects and determining potential eligibility for designations based on criteria set forth in local ordinance;
* Responsible for creation development and maintenance of Main Street and Preservation Commission publications, research, related websites, and social media;
* Works with public and private sectors to facilitate downtown improvement projects;
* Works with public and private sector organizations and citizens to address all associated challenges and concerns;
* Acts as data and information source for Main Street Brenham and Preservation Commission;
* Assists in serving as representative of the City to residents and organizations engaged in historic resources protection;
* Assists with all aspects of the project office, including purchasing and budget development.
* Provides required reporting on Main Street Brenham, Preservation Commission and related committees;
* Attends meetings, conferences and training as required;
* Performs such other managerial and technical duties as may be assigned.

## Supervisory Responsibilities

This is a non-supervisory position.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Qualities include trustworthy, resourceful, organized, creditable, detail-oriented, accurate, creative, multi-tasking, responsible, self-motivated, good work either and work habits.

## Education and/or Experience

Bachelor degree or higher in related field of study from an accredited college or university required, plus two or more years of experience in historic preservation, retailing, marketing, design or related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

## Knowledge Of

Excellent public relations, planning; and downtown revitalization/historic preservation; municipal zoning and infrastructure; telephone etiquette; computers; and standard office practices and procedures.

## Skill/Ability To

Operate computers, including performing word processing, maintain website, spreadsheet and presentation functions; read and understand manuals, letters, and memos; write letters, memos, and accurate telephone messages; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both in person and over the phone; work with and manage a variety or personality styles and establish and maintain effective working relationships.

## Certificates, Licenses, Registrations

Valid Texas driver’s license.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to operate office equipment, including telephone and computer keyboard, reach with hands and arms, and talk and hear. The employee frequently is required to stand and walk; and the employee may be required to lift and/or move objects weighing up to 25 pounds, such as boxes and display materials. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee has frequent contact with other employees in the assigned department, and will be required to interact with employees outside of the department as well as the public and other organizations, and must remain calm and professional in tense, emotionally charged, and stressful situations. Interactions often involve sensitive or difficult issues that require persuasion, negotiation and confidentiality. The employee is constantly required to change tasks frequently, to work under time pressures to meet deadlines, to work closely with non-employee volunteers and to perform tedious exacting work. The employee may face difficult and stressful situations, multiple tasks simultaneously, and to work closely with others as part of a team. The noise level in the work environment is usually moderate. The employee must expect to work irregular hours at times for downtown and community development events.

**Acknowledgment of Job Description**

I understand my responsibilities as described in this job description. I understand training and accomplishments that are expected of me as an employee of this organization.

I also understand that I may be given additional assignment not listed here.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_