



JOB DESCRIPTION

POSITION: Main Street Manager	DEPARTMENT: Main Street	REPORTS TO: City Manager
FLSA STATUS: Exempt	SALARY GRADE: \$35,000.00 - \$40,000.00 Annually	ESTABLISHED: 3/12/2016 REVISED: 08/25/2017

JOB SUMMARY: The local Main Street Program Manager has a variety of job functions. Major areas of responsibility include:

- Coordinating Texas Main Street Program activities for the City of Farmersville.
- Managing administrative aspects of the program.
- Developing, in conjunction with the Board, appropriate downtown revitalization strategies within the context of historic preservation.
- Developing and conducting, in conjunction with the Board and organization committee, ongoing public awareness and education programs.
- Assisting business and property owners with business and property improvement projects.
- Encouraging a cooperative climate with other downtown or community organizations.
- Helping to build productive relationships with appropriate public entities.
- Developing and maintaining a data system to track the progress of the local program.
- Serving as an advocate for downtown issues at local and state/city levels.
- Working toward developing skills as a downtown management professional.
- Any other duties as assigned by the City Manager.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Coordinating activity of Main Street Program committees

- Ensure communication is established.
- Assist with implementation of work plan.
- Provide ongoing volunteer support and encouragement.

Managing administrative aspects of the program

- Record keeping and accounting.
- Budget development.
- Purchasing.
- Preparing and filing reports.
- Supervising other regular employees.

Developing, in conjunction with the Board, appropriate downtown revitalization strategies:

- Identification of unique assets and resources.
- Identification of concerns and issues.
- Development of a work plan that focuses on all four program areas, (Promotion, Design, Organization, and Economic Restructuring).
- Facilitates Mains Street Mission and Goals

Developing and conducting, in conjunction with the Board and organization committee, ongoing public awareness and education programs

- Fostering public understanding of Main Street's mission and goals.
- Keeping the program in a positive light in the public eye.
- Developing a cooperative relationship with the media.

Assisting business and property owners with business and property improvement projects

- Providing ongoing communication, advice and guidance.
- Coordinating technical services of state/city program.
- Personal consulting or finding additional professional consultation as appropriate.
- Providing contact information on available resources statewide.

Encouraging a cooperative climate with other downtown or community organizations

- Building opportunities for partnership with the local Chamber of Commerce and/or other development organizations.
- Identifying and maintaining contact with other key downtown/neighborhood organizations.
- Follow benchmark with regional Main Street Programs.

Developing and maintaining a data system to track the progress of the local program

- Developing a data system on reinvestment in community.
- Developing a data system on available properties.
- Developing a data system on businesses, jobs and property owners.

Working toward developing skills as a downtown management professional

- Attending Texas Main Street Program training opportunities.
- Attending conferences or workshops on downtown revitalization.

4B Board Liaison Responsibilities

- Provide administrative support for the Farmersville Community Development Corporation, including but not limited to:
- Meeting preparation and organization: agendas, minutes, meeting handouts and reports, posting, website updates.
- Communication with Board members and public regarding 4B goals and projects.
- Activities related to keeping a functioning office.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Promotes positive public relations within the community.
- Performs basic math functions and sound accounting practices in the interpretation and evaluation of data.
- Maintains an ethical and professional atmosphere and exercises proper judgment, initiative, and discretion in directing issues and problems related to the City Main Street Manager
- Operates basic computer software (Microsoft Suite) for spreadsheet, word processing, database management, and other presentation use, such as recording and presentation equipment.
- Maintains effective working relationships with all levels of city employees, city officials, employees and representatives of other government entities, community interest groups, volunteers, members of the media, and citizens.
- Effectively communicates with diverse audiences.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent (GED), and an Associate's degree or higher.
- Historic preservation knowledge a plus.
- Two years previous experience and training involving Main Street Manager duties, or an equivalent combination of education, training, and experience.
- This position requires a current, valid Texas Class C driver's license. Driver must maintain a clean driving record, i.e., must remain insurable under our company's liability insurance policy, use of own personal vehicle and at times may be required to show proof of liability insurance.

PREFERRED QUALIFICATIONS

- Ability to operate basic equipment found in a typical office setting i.e. telephone, fax machine, copy machine, computer, printer, calculator, and scanner.

WORKING CONDITIONS AND HAZARDS:

- Normal office environment, plus the ability to support outdoor activities. Hearing and speaking to exchange information in person and on the telephone, seeing to read, sitting or standing for extended periods of time, dexterity of hands and fingers to operate a keyboard and other office equipment, kneeling, bending at the waist and reaching overhead, above the shoulders horizontally to retrieve and store files and supplies. May be required to lift boxes or pieces of equipment weighing up to 50 pounds. The employee must be able multi-task and work with frequent interruptions and extensive amount of public interaction.

GENERAL INFORMATION:

- The above statements are intended to describe the general nature and level of work performed by personnel assigned to this position and is not necessarily an exhaustive list of all responsibilities, duties and skills required. Management has the exclusive right to alter this job description at any time without notice.
- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the date of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.

- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- A person with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department.