



Community Development Manager

Under the direction of the City Manager, the Community Development Manager develops and conducts ongoing public awareness and education programs. Assists business and property owners with business and property improvement projects, helping to build productive relationships with appropriate public entities and encourages a cooperative climate with revitalizing strategies within the context of historic preservation.

Reports to:

City Manager

Salary:

Exempt:

Yes

Essential Functions:

Duties include, but are not limited, to:

- 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.
- Prepares a variety of communications, including analytical reports, correspondence, commentary, and drafts of promotion, design, organization and economic restructuring.
- 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/economic development activities and initiatives for a designated market area and local venues.
- Coordinate marketing strategies and initiatives to the community and other interest groups.
- Develop, manage and evaluate marketing plans and innovative strategies for the City.
- Explores and evaluates the current and future needs of the community and develops a strong understanding of local issues and needs.
- Conduct market research.
- 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.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions, or possess ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity of Microsoft Office software.
- Office machines, such as scanner, computer, copier and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple task efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Historic preservation knowledge a plus.
- Preferred Bachelor's degree in Marketing.
- 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 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.
- Bilingual preferred
- Texas Downtown Association Membership
- Membership in Texas Economic Development Council (TEDC)
- Membership in the Film Friendly Texas (FFTX) Office of the Governor

Preferred Certification:

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is confined mainly to an office setting.
- May 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 occasionally require travel, including over-night stays, involving training and conducting City business.

Physical Requirements:

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

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying and other administrative work.
- Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

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

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____