The City of Kingsville is accepting applications for a Downtown Manager in the Planning Department. The Downtown Manager serves under the direction of the Planning & Development Services Director. Manager plans and implements activities related to downtown revitalization and historic preservation. Oversees work projects and verifies compliance with all required city, state and federal guidelines for the Kingsville Main Street Program and serves as program manager for the Texas Main Street Program.

**Essential Duties:**
- Implements a local Texas Main Street program utilizing the Main Street Four Point Approach.
- Administers the Certified Local Government Program with the Texas Historical Commission and acts as the Historic Preservation Officer for the City.
- Within the downtown and historic districts, manages all development-related applications (public and private).
- Schedules, creates agenda and serves as staff to the Main Street Advisory Board and Historic Preservation Commission.
- Researches and evaluates design and preservation related matters such as exterior changes to both residential and commercial additions and alterations, demolition/relocation proposals, new business signage/design for compliance with adopted design guidelines.
- Assists in the administration of grant applications related to Main Street and Historic Preservation areas.
- Assists in the implementation of the Downtown Plan in coordination with City’s Capital Improvement Manager
- Assists in the development of long-range studies in conformity with City’s comprehensive plan, the Downtown Plan and the supplementary planning guidance as it relates to the downtown and historic districts (including the Mainstreet district).
- Coordinates and participates in promotional and community engagement activities, advertising, business recruiting and training engagements geared towards downtown revitalization.
- Assist with special projects and performs other duties as assigned.

**Training, Experience, and/or Other Requirements:**
Bachelor’s degree from accredited college/university with major coursework in planning, urban design, architecture, historic preservation or in a planning related field; Four (4) years of full-time increasingly responsible professional work experience within the public sector. **Acceptable Equivalency:** Any combination of training and experience that provides the knowledge, skills and abilities required.

**Required Knowledge, Skills and Abilities:**
Knowledge of planning principles, state laws regarding planning activities, local codes/ordinances, urban design, historic preservation practices, grant administration, Texas Main Street Program and principals/procedures governing downtown revitalization and management. Skills in building relationships with community and business owners, teamwork, communication, using computers and applicable software (including GIS); and negotiating effectively with developers, citizens and staff. Ability to establish and maintain effective relationships, train others, write reports, newsletters, interpret zoning ordinances and site plans, conduct research, analyze complex problems and develop a positive course of action.

**Physical Requirements:**
Physical requirements include occasional lifting/carrying of 20 pounds; visual acuity. Speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard. Subject to sitting, standing, walking, reaching and kneeling to perform the essential functions. Working conditions are in an indoor and outdoor environment.
**Employee Behavior and Conduct:**
City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

All City employees are required in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Kingsville’s citizens. City employees must be able to work immediately before, during, and/or immediately after an emergency.

Position requires 1) Valid driver’s license 2) satisfactory driving record and 3) proof of eligibility to legally work in the U.S. The successful applicant is required to pass a pre-employment drug screen and background investigation.

Applications available at City of Kingsville-Human Resources, 400 W. King Avenue, Kingsville, Texas 78363 or download at [www.cityofkingsville.com](http://www.cityofkingsville.com) For additional information: Call 361-595-8017 or E-mail hradmin@cityofkingsville.com EOE.

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