



February 5, 2021

We are pleased to learn of your interest in the position of Main Street Manager for the City of Levelland. This department involves working closely with businesses in our downtown area as well as with other staff across all levels of the organization.

In the City of Levelland, the Main Street Manager is a salaried department head level professional reporting to the City Manager while working closely with other department heads. A full job description and employment packet can be found on our website at www.levellandtexas.org/jobs or under the Job Opportunities button.

Every applicant wishing to be considered for this position must complete and submit the following forms from the application packet:

- Job Application form completed and signed. Do not put "please see resumé", etc. on your application even if you elect to include a resumé with your application packet.
- Professional Resumé with references (references will NOT be contacted until you give written permission).
- Job Description with required reasonable accommodations identified, reviewed, completed and signed.
- Affirmative Action Questionnaire (voluntary).

Please note: checks on references, driving record, credit history, and/or criminal history will only be done for finalists and will require the completion of a separate authorization form at that time. A pre-employment drug test and pre-employment physical is also required of the selected candidate.

While the Job Description provides the minimum qualifications required for the position, we are seeking candidates that exceed these requirements. We are looking for an individual that is professional, outgoing, self motivated, hard working, family oriented and committed to providing our businesses, citizens and City staff exceptional service. The successful candidate will be a person of integrity who will be a community leader and who maintains this professional attitude both on and off the job.

The purpose of this position is to ensure for a vibrant downtown business community of the Main Street District by managing City-wide events and projects. This is accomplished by organizing and marketing promotions, festivals, and other events, preserving an attractive main street district and retaining and attracting businesses to the district. Other duties may include recruiting board and committee members and volunteers for projects, advertising businesses in the main street district, the progress being made in the area and local events, fostering public awareness and an understanding of the Main Street's mission and goals, providing administrative support and interfacing with other City employees and citizens

Starting salary is anticipated to be in the \$45,000 - \$60,000 range depending on education, relevant certification/licensure, knowledge, and experience. Benefits provided by the City of Levelland include health/dental/vision insurance through TML Health Benefits Pool, retirement through TMRS, and paid vacation, sick and holiday leave. Additional supplemental insurance plans Any employee that does not live in the City limits must be able to respond to their duty station in case of an emergency within fifteen (15) minutes. The City Manager may waive this requirement on an as-needed basis to meet a critical business need for the City. are available as well. Employee bears full cost for supplemental plans.

If you are interested in applying for this position, please submit a completed application packet to Melissa Fields-Allgeyer, Human Resource Director at the address below. Your application packet can be sent via mail, by email to mfieldsallgeyer@levellandtexas.org, in person or through fax at the number listed below. Applications will be accepted until the position is filled.

The Community

Levelland is a thriving community of approximately 14,000 residents and is ideally located on the South Plains of west Texas, just 25 minutes west of Lubbock, and 45 minutes from the Lubbock International Airport. Situated at the crossroads of US Highway 385 and State Highway 114, Levelland is the county seat of Hockley County and is one of the top 10 petroleum and agriculture producing counties in the state. Oil and agriculture drive the Levelland economy.

The "City of Mosaics," Levelland features several public buildings with large outdoor mosaics and the community enjoys a rich culture of arts, music, and education. The city is home to South Plains College, a top-tier, two-year community college with a full-time enrollment of more than 9,000 students. South Plains College serves a 15-county area with innovative educational, vocational, and technical programs.

The semi-arid climate with daily average temperatures 73.5 degrees means it is pleasant year-round for residents and visitors to participate in a full calendar of family-friendly outdoor events. The Mallet Event Center and Arena, completed in 2012, is a \$15 million facility that hosts many community and regional events, banquets, and exhibits. A \$5.5 million recreational facility and multi-purpose youth sports complex, the Levelland-Oxy Sports Complex, was opened in April 2015 and quickly became a destination for baseball and soccer on the South Plains.

Additionally, the City of Levelland boasts ten outdoor parks, an amphitheater, outdoor pool, civic center, a 9-hole disc golf course, tennis and volleyball courts, and a lighted skate park. The Parks Department has made great strides in recent years as a result of a Park Plan that was created, approved and implemented by the City in 2010. As a result, virtually all of the City's 10 neighborhood parks have received new playground equipment, pavilions and basketball facilities. In 2017 a task force was created to develop a plan for the 100+ acre Levelland City Park. A master plan for this community park was adopted last year.

Levelland Country Club members enjoy a 9-hole golf course and several other quality courses are available within an hour's drive. For ski enthusiasts, Levelland is just three hours from New Mexico, and six hours from the Colorado border.

Shopping and entertainment opportunities abound in the area. Levelland is an active and successful member of the Texas Main Street program with excellent shopping downtown as well as in the more modern shopping areas in town. Entertainment is found in special events held at the historic Wallace Theater, theatrical and musical performances by the Creative Arts Department of South Plains College, and live music venues such as the downtown Trilogy wine tasting room.

Additionally, only a short 25 minute drive from Levelland, the popular South Plains Mall in Lubbock has recently completed interior and exterior updates and draws shoppers to the area from 100 miles in all directions. Also available in Lubbock are four multi-screen movie theaters, a 3-screen drive-in movie theater, five museums, restaurants and clubs which feature live performances, theatrical and music performances from Texas Tech University, and an amusement park.

Residents of Levelland are served by Covenant Hospital Levelland, affiliated with Covenant Health Systems, a full-service acute care facility. The hospital is a Community Value Leadership Award Five Star Winner. Covenant Hospital System of Levelland also includes several full-service clinics offering a wide range of preventative and general health care services. Major employers in the city include South Plains College, Levelland Independent School District (LISD), and Covenant Hospital Levelland.

For the convenience of individual and corporate private plane owners, the Levelland Municipal Airport has a 6,000-foot runway and serves the area with fully equipped general aviation facilities.

Providing quality education to the community, Levelland Independent School District (LISD), comprised of an Academic Beginnings Center, three primary schools, two middle schools, and a high school, has an enrollment of 3,156 students in grades Pre-K through 12. Graduates of LISD routinely exceed the state average on college entrance scores. In addition, Levelland Christian School provides private education with small classroom sizes for children in Pre-K through eighth grade. Higher education is provided by South Plains College as well as several other colleges and universities located nearby including Texas Tech University, Wayland Baptist University, Lubbock Christian University, and West Texas A&M University.

Organization and Governance

The City of Levelland has a Council/Manager form of government with five future minded Council members who are very supportive of the City's 100 employees and their efforts to keep the city improving and progressing. The City has an excellent senior management staff with a significant amount of longevity in the organization. This strong team of leaders/managers includes four with Masters degrees and four more with Baccalaureate degrees. Departments with the City include, Economic Development, City Secretary, Human Resources, Community Development, Main Street, Emergency Management, Finance, Municipal Court, Building Inspections and Code Enforcement, Police, Fire, Streets & Sanitation, Water & Wastewater, Cemetery and Parks. Contracted services include ambulance, solid waste collection and disposal, and airport management.

Additional Resources

City of Levelland Community Video

<http://www.levellandtexas.org/communityvideo>

Levelland Main Street Program

www.downtownlevelland.com

City of Levelland

<http://www.levellandtexas.org>

Levelland Independent School District

<http://www.levellandisd.net>

Levelland Chamber of Commerce

<http://www.levellandtexas.org>

South Plains College

<http://www.southplainscollege.edu>

Mallet Event Center and Arena

<http://www.malleteventcenter.com>

Covenant Hospital Levelland

<http://www.covenanthospitallevelland.org>



Thank you for your interest in the position of

Main Street Manager

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City of Levelland

Enclosed in this packet you will find:

Job Description
Employment Application
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and resumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be made. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

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**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

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Class Title: Main Street Manager

BRIEF DESCRIPTION:

The purpose of this position is to facilitate the revitalization of the Main Street District by managing City-wide events and projects. This is accomplished by organizing and marketing promotions, festivals and other events, preserving an attractive main street district and retaining and attracting businesses to the district. Other duties may include recruiting board and committee members and volunteers for projects, advertising businesses in the main street district, the progress being made in the area and local events, fostering public awareness and an understanding of the Main Street's mission and goals, providing administrative support and interfacing with other City employees and citizens.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Organizes and markets promotions, festivals and other events by coordinating, organizing and overseeing event activities, recruiting and supervising volunteers, assigning responsibilities to volunteers and workers, researching ideas and marketing strategies, raising and distributing funds, monitoring expenditures, obtaining and managing required resources, advertising events, ensuring quality control and evaluating the success of events.
2	L	Preserves an attractive main street district by assisting owners on visually improving their facilities in a manner consistent with the City's history, participating in City beautification projects, obtaining and disbursing grant money, managing landscaping and streetscaping projects, displaying public art and decorations and ensuring compliance with sign and building guidelines.
3	S	Retains existing businesses and attracts new or expanding businesses to the district by providing data and information on economic and real estate conditions, providing economic incentives, recruiting businesses for existing buildings, encouraging the building of new structures, providing information on low interest loan programs, grants and other assistance programs, providing business educational opportunities and market analysis and developing tourism opportunities.
4	S	Recruits board and committee members and volunteers for projects by recognizing volunteer contributions, educating board and committee members on the Main Street approach, conducting a review of by-laws and preparing strategic work plans.
5	S	Advertises businesses in the main street district, the progress being made in the area and local events by writing press releases, placing advertisements in printed media, radio and television, participating in interviews, providing information for web sites and coordinating cooperative advertising opportunities.
6	L	Fosters public awareness and an understanding of the Main Street's mission and goals by attending meetings and functions, participating in regional activities, taking on responsibilities within other organizations and becoming involved in speaking engagements.
7	S	Provides administrative support by maintaining records and information, posting agendas and minutes, preparing for meetings, copying documentation, follow-up on meeting discussions, monitoring the progress of activities, preparing reports for the state, assisting with budget preparation, collecting and distributing money, preparing purchase orders and award applications and completing grant applications.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over two years up to and including three years.
Certification and Other Requirements	Valid Texas Driver's License
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Managerial	Receives limited directions. The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Budget Responsibility	Oversees budget preparation of a department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	O	When filing, making copies, giving presentations
Sitting	F	At desk, in meetings
Walking	O	To and from different locations around City
Lifting	R	Books, tables and chairs, displays
Carrying	R	Books, boxes, tables and chairs
Pushing/Pulling	R	Tables and chairs
Reaching	F	For books, files, paperwork
Handling	F	Paperwork, files
Fine Dexterity	F	Using computer keyboard, telephone keypad
Kneeling	O	Filing in lower drawers
Crouching	N	
Crawling	N	
Bending	R	Filing in lower drawers
Twisting	R	Around workstation
Climbing	R	Stairs, ladders
Balancing	R	On ladders
Vision	C	To read and observe work activities
Hearing	C	Listening to other employees and the general public
Talking	F	To other employees and the general public
Foot Controls	N	
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copier, tape recorder, calculator, computer and related software

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	N	Respiratory Hazard	N	Office Environment X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse
Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	S	Vehicle
Explosives	N	Physical Hazards	N	Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)				

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other	

- (3) N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

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Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Main Street Manager _____
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () _____ Cell () _____ E-Mail _____ @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions? _____

High School or GED _____
School City/State Last Grade Completed

College/University: _____
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised. _____

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

Employer _____ Telephone (_____) _____

Job Title _____ Dates Employed: From _____ To _____

Salary: Starting \$ _____ Final \$ _____ Per Hour Week Year

Supervisor _____

Worked Performed _____

Reason for Leaving _____

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.

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**AFFIRMATIVE ACTION FORM
Water & Wastewater Director**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- | | | |
|--|--|---|
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Tech school/college placement | <input type="checkbox"/> Employee referral |
| <input type="checkbox"/> Temporary service | <input type="checkbox"/> Recruiter | <input type="checkbox"/> State employment service |
| <input type="checkbox"/> Other _____ | | |