



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Director of Economic Development	LAST UPDATED:	04/21/2014
DEPARTMENT:	Economic Development Corporation	JOB CLASS:	
REPORTS TO:	EDC Vice-President	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the EDC Vice-President, the Director of Economic Development is responsible for implementing and coordinating activities and programs to effectively conduct business recruitment and development that generates new employment opportunities and expands the tax base of the City.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Assists in preparation of a proposed annual budget to implement an effective economic development program.
- Assists both clients and commercial real estate brokers with searches for available or suitable facilities and/or sites for new development and all related information available.
- Coordinates with the President on prospects, prospect data management, screening of qualified projects and Economic Incentive Proposals and drafting of Agreements.
- Coordinates research, assembly and development of target presentations, reports, information and responses to Request for Information (RFI) and Request for Proposals (RFP).
- Develops and maintains prospect data, tracking database and periodic reports with assistance of Senior Assistant.
- Manages the maintenance of site and existing building information and database.
- Manages effective communication, programs and events for clients, brokers, consultants and allies as necessary.
- Coordinates with the Director of Marketing, on business recruitment communications, presentations and other marketing related materials and messages.
- Coordinates with EDC Vice-President on reports of economic development efforts, activities, opportunities and pending projects and successes/failures.
- Plans, coordinates and facilitates schedules and arrangements for client visits with Special Projects Coordinator.
- Develops and maintains positive working relationships with vendors, customers, other agencies, economic development allies, City staff and EDC staff.

Other Important Duties:

- Attends and represents the FEDC at certain events, functions, meetings and conferences regarding commercial real estate and/or support promoting economic development.
- Attends certain City events on evenings and weekends.
- Travels to attend meetings, conferences and training.
- May be required to work extended hours, evenings and weekends.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of managerial and professional economic development principles, practices and procedures.

- Knowledge of applicable Federal, state and local laws, codes and regulations relating to general governmental management and economic development.
- Knowledge of principles and practices of public relations, including methods of research, development and implementation.
- Knowledge of principles and practices of economic development.
- Knowledge of City and department management policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software applicable to area of assignment.
- Skill in effective oral and written communications.
- Skill in appropriate handling of politically sensitive and confidential information.
- Skill in organizing, prioritizing, tracking and managing multiple assignments and tasks.
- Ability to work under deadlines and stressful situations.
- Ability to provide professional customer service practices and procedures.
- Ability to work independently in a fast-paced environment.
- Ability to resolve problems quickly and effectively.
- Ability to handle sensitive and confidential business and client information.
- Ability to be able to establish and maintain effective working relationships with a diverse range of job-related contacts.
- Ability in the willingness to be a team member with ability to be a team leader.

Preferred Education, Experience, and Certifications:

- Bachelor's degree in Business/Public Administration or related field **and** minimum five (5) years of increasing responsibility experience in economic development **or** equivalent combination of education and experience.
- Preference given to graduates of the Economic Development Institute.
- Preference given to individuals possessing a certification as a Certified Economic Developer.
- May be required to have specialized certification depending on area of assignment.
- Must pass a pre-employment drug screen, criminal background investigation and MVR check.
- Must possess valid State of Texas Drivers License.

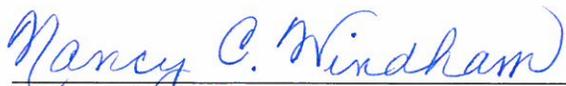
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office setting.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to irate or angry individuals.
- May be subject to extended periods of mental concentration, research and analysis.
- May be required to set up for meetings and special events.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, calculator, fax machine, cellular telephone, multi-line telephone, smart board and other standard office equipment.

Approved By:


 Nancy Windham, EDC Vice-President


 Date


 Shannon Allyn, HR Generalist

04/30/2014
 Date