

Job Description



Economic Development Director

Department:	Economic Development	Salary Grade:	M-18 – \$75,000-\$100,000 DOQ
Reports To:	City Manager	FLSA:	Management/Exempt

Purpose:

Provides professional economic development services including but not limited to planning, marketing, recruitment of new businesses, retention of existing businesses and grant writing.

Essential Job Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Demonstrates the ability to exercise sound judgement and take responsible actions as a City representative during contact with the public, elected and appointed officials and other City employees.
2. Maintains a productive relationship with developers, business owners, the public and staff.
3. Understands and applies laws and regulatory codes applicable to economic development.
4. Negotiates and develops incentive packages and agreements that promote job growth while protecting the interests of the City. Develops economic impact studies for potential developments.
5. Researches, applies for and administers grants to enhance economic development and the quality of life in Sanger.
6. Manages ongoing economic development projects and monitors development agreements for compliance.
7. Assists with the preparation and manages the economic development budgets.
8. Serves as the staff representative for, and maintains a productive relationship with, city boards and commissions, outside boards, and other economic development entities.
9. Develops programs to attract new business and retain existing businesses.
10. Schedules and conducts recruiting calls to targeted businesses and follows up on communications and inquiries. Proactively seeks out new business opportunities.
11. Makes presentations and develops marketing materials promoting the City of Sanger. Updates website content pertaining to assigned areas of responsibility.
12. Attends and represents the City at events, meetings, functions, and conferences.
13. Assists in other areas of municipal government as assigned.
14. Works nights and weekends and travels as needed.
15. Ability to establish and maintain effective working relationships with others.
16. Ability to get along with customers and co-workers and ability to communicate effectively both verbally and in writing.
17. Regular and punctual attendance.

Auxiliary Expectations:

- Excellent customer relations practices.
- Follow all City safety rules and operating procedures at all times.
- Follow record retention laws for all paperwork.
- Maintain proficiency by attending trainings and meetings, reading materials and networking.
- Make use of available resources to keep abreast of upcoming or new regulations and legislation within areas of responsibility.
- Practice common courtesy and respect fellow employees especially related to work schedule, work load and time-off coordination.
- Maintain work area in a clean and orderly manner.
- Maintain a clean, neat and professional appearance and dress in an appropriate manner for the work being performed.
- Ability to establish and maintain good working relationships with other City employees and the public.

Minimum Qualifications:

- Candidates must have a minimum of five-years of municipal economic development experience.
- Bachelor's degree in a related field.
- Or, education and experience equivalent to the above requirements.

Conditions of Employment:

Must have a valid Texas Class "C" Drivers License and must meet the City's driving standards.

Must pass a drug test, physical examination, driver's license check, criminal history background check, credit check, and social security number verification check.

Preferences:

Bilingual in Spanish.

Master's degree in a related field.

Graduate of the Economic Development Institute.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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