

## Economic Development Director

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Reports to: Executive Director of Management Services      Department: Administration  
Position Control No.: 2106       Exempt  Non-Exempt

Department Head Approval:        Full Time  Part-Time  Seasonal  
Date: 12/19/2019

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### JOB SUMMARY:

This position will work closely with the Executive Director of Management Services. Work will entail interfacing with Economic Development programs and efforts.

The individual must hold special skills in use of the internet, research, analysis, preparing reports and programs, social media usage, marketing, balancing multiple tasks, coordinating efforts and offices. Must be high energy with the ability to work well with others.

### ESSENTIAL FUNCTIONS:

1. Assists with the oversight of the Texas City Economic Development Corporation including programs, budgets, meetings, agendas, events and marketing;
2. Assists on special projects as assigned by the Mayor and Executive Director of Management Services including, but not limited to, programs/projects such as special events, Texas City Economic Development programs, etc.;
3. Performs background research/analysis on contracts and property acquisitions and sales;
4. Assists in the development/analysis/preparation of the Texas City Economic Development Corporation with the Executive Director of Management Services on budgets, strategies, goals, objectives and business plans for the corporation;
5. Works with the Executive Director of Management Services to develop economic development strategies for the City, works on tax abatements, assists in negotiations with other development incentives and cooperates/reports/represents/assists with other economic development organizations such as the Texas Economic Development Council, Governor's Office for Economic Development, Foreign Trade Zone Board, Galveston County Economic Alliance; Houston-Galveston Area Council of Governments, Texas City/La Marque Chamber, Greater Houston Partnership, etc.;
6. Supports, leads and develops special projects including renovation of 6<sup>th</sup> street, Governor's Office prospect leads, development of Shoal Point, Small Business Tuesday and Week, implementation of Texas City's Strategic Plan for Economic Development; special events for 6<sup>th</sup> Street, Farmers' Market, etc.;
7. Researches economic development issues, projects, and property sales and purchases;
8. Works with local industry in their growth and development;
9. Develops and maintain City's Economic Development Web Page;
10. Assists in the development, implementation and coordination of policies and procedures in Economic Development;
11. In addition to the Economic Development efforts related to media, this individual will also assist in the City's media development to include: assists with City's media relations, develops programming for cable television, develops and assists with the City's social media accounts, assists with the City's Official Webpage, assists and

trains personnel in the use or development of various media, prepares or assists in the preparation of press releases and develops policies and procedures on all aspects of media use and presentation.

12. Performs all other related duties as assigned.

**QUALIFICATIONS:**

1. Bachelor's degree in public administration, management, business or a related field; Master's degree preferred.
2. Media/Public Relations and Social Media experience.
3. Commercial/retail real estate experience preferred.
4. Economic development experience preferred.
5. Strong verbal and written communication skills.
6. Good organizational skills.
7. Familiarity with applicable state and federal regulations.
8. Excellent personal leadership skills.

**PHYSICAL REQUIREMENTS:**

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

**APPLICANT:** Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date