JOB OVERVIEW

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<th>Job Title</th>
<th>Economic Development Director</th>
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<td>Department</td>
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<td>Reports To</td>
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<td>Pay Range</td>
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GENERAL JOB DESCRIPTION

This position is responsible for working closely with the Economic Development Committee and other city staff in promoting the business and economic development interests within the community. This position will include working with all noted departments in providing guidance to individuals and companies to establish, relocate, or expand their businesses within the community. The position will include assistance in the planning and coordination of community development projects, assisting business and residential applicants with local and State permitting processes, and providing research for city sponsored projects. Provides highly responsible and complex administrative support to the City Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Directs economic development initiatives to achieve the goals and objectives outlined by the Economic Development Plan and guided by the Economic Development Committee.

Aids in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides professional economic development advice, assist in the application and permitting process, and serves as an advocate for economic development in line with the Economic Development Plan, zoning ordinances and goals as established by the city.
Works closely with the Economic Development Committee to identify areas of concern in the promotion of business location and expansion within the city. Maintains a liaison with various local, state, and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.

Provides information and/or make presentations to boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services, and plans.

Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.

Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development-oriented negotiations, as assigned.

Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies, including familiarity with the goals and objectives of the city.

Serves as a member of economic development groups or task forces that promote economic and community development at the local, state, or federal level, as deemed necessary or appropriate.

Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties (i.e., City Administrator, Economic Development Committee, City Council, etc.).

Maintains strong working relationships with the city staff, the public, area businesses, clients, the media, and others.

Serves as a member of various staff committees, as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the City of Hutchins on matters related to economic development.

Perform all other duties as assigned.

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**EDUCATION & EXPERIENCE**

Bachelor’s degree from an accredited college or university with major course work in Economic and Community Development or a related field.

Eight (8) years of increasingly responsible experience in Economic Development, Community Development, or a closely related field, or any equivalent combination of experience and training.

Considerable knowledge of business development, community, and economic development.

Working knowledge of municipal zoning and infrastructure and planning programs and processes.

*An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.*
LICENCES & CERTIFICATES

Possession of valid driver’s license.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Operations, services, and activities of a comprehensive municipal economic and community development program.

Principles and practices of program development and administration.

Methods and techniques of statistical data collection and analysis.

Principles and practices of negotiation of sensitive issues related to economic and community development.

Principles and practices of municipal budget preparation and administration.

Principles and procedures of financial reporting.

Principles and procedures of management systems and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

City personnel policies and procedures.

Principles and procedures for developing goals, objectives, and management plans.

Skill in:

Delivering presentations.

Organization and time management.

Computers and applicable software.

Mathematics.

Interpersonal relations.

Event coordination.

Research and analysis.

Strategic thinking.

Ability to:

Communicate clearly and effectively, both orally and in writing.
Manage and direct a comprehensive municipal development program.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Analyze data and information; draw conclusions; propose responsive actions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and concise administrative and financial reports.

Negotiate with business entities on behalf of the city.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.