



CITY OF INGLESIDE JOB DESCRIPTION

Director of Economic Development

Department:	Administration
FLSA Status:	Exempt
Effective Date:	02/24/2020
Pay Grade:	19

POSITION SUMMARY

Performs difficult professional work planning, organizing, directing, and overseeing staff in work associated with economic development programs and services for the City and Ingleside Development Corporation (IDC), and related work as apparent or assigned. Work is performed under the general direction of the City Manager.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and oversees the daily operations of the IDC. Conducts the business set forth by the IDC Board and City in economic development matters
- Serves as liaison between the City and the IDC
- Works with the IDC Board to develop economic development plans; gathers, interprets, conducts research, and prepares data for studies, reports, projects proposals and recommendations.
- Works with the IDC in coordinating and implementing strategies and programs to promote and develop the City; serves as liaison to outside organizations and agencies with regards to business opportunities within the City.
- Serves as official spokesperson for the IDC. Responsible for communication with City, Chamber of Commerce, IDC Board of Directors, staff, and the public.
- Prepares agendas for IDC Board Meetings and posts accordingly. Prepares documentation for and records official IDC minutes and related business. Maintains official records ensuring accuracy, ease of retrieval, proper storage and disposition of schedules and actions.
- Assists in budget preparation and monitors financial operations of the IDC.
- Takes the lead in recruitment efforts. Responds to Request for Proposal from the State for projects for which the City meets key criteria. Participates in marketing networking opportunities including trade shows.
- Manages marketing efforts of the IDC.
- Develops and manages programs that encourage retention and expansion of existing businesses and industries within the City.
- Assists with applications for economic development projects and monitors the same.

- Coordinates economic development negotiations with City Manager, IDC Board, San Patricio County Judge and Commissioners, Ingleside Independent School District.
- Maintains IDC’s website with current and applicable data.
- Coordinates activities with other economic development entities as well as any other business or industry groups supporting economic development in the region and State; attends meetings, serves on boards and committees, and other activities as needed or required.
- Provides technical and professional advice and information on economic development issues, programs, services, and plans; conducts ongoing research of best practices in other localities and throughout the nation.
- Maintains knowledge of State mandates as they pertain to administration of 4B Sales Tax, Hotel Occupancy Tax, and Tax Code.
- Interacts with various city departments on development projects to ensure timely permitting and commencement of construction or expansion.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development.
- Performs other duties as assigned by the City Manager or the IDC Board.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Works under the direction of the City Manager
- General Supervision

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education Bachelor's degree with coursework in business, economic development, marketing, public administration, or related field

Experience – Considerable experience in economic development activities and marketing, or equivalent Combination of education and experience.

Required Education	Bachelor’s degree
Required Experience	Considerable Experience
Combination OK?	YES

License or Certificate – Valid driver's license in the State of Texas.

Special Requirements

Possession of Texas Economic Development Council (TEDC) Professional certification upon hire.

4-A or 4-B corporation experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to be a self-starter and work independently
- Ability to manage several projects at one time.
- Ability to operate effectively and efficiently in a one-person department
- Ability to meet or exceed deadlines with little or no direction

- Comprehensive knowledge of modern principles and practices of industrial development.
- Ability to attract industry and business for the City/County; ability to prepare clear and comprehensive financial, administrative, and industrial reports.
- Ability to communicate ideas clearly and concisely orally and in writing.
- Ability to establish and maintain effective working relationships with associates, local officials, and the public

Admin.	Memos, letters, and reports
Supervision:	
Training:	

PHYSICAL DEMANDS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, speaking, or hearing and using hands to finger, handle or feel, frequently requires standing, walking, and repetitive motions, and occasionally requires reaching with hands and arms.
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities
- Work has no exposure to environmental conditions
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Weight	10 lbs.
Environment	Moderate
Physical Activity	Moderate

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date