



JOB DESCRIPTION

Title: Economic Development Director
Department: Alamo Economic Development Corporation
Supervisor Title: Board of Directors
FLSA Status: Exempt

Job Summary:

This position is responsible for the development and implementation of economic and redevelopment plans, programs and services both commercial and industrial. This includes, but is not limited to monitoring present business activity, developing ways to retain current businesses and assist in their development and growth and attracting new businesses to the City.

Essential Job Functions:

The following duties are not inclusive of all duties and performs other related duties as required:

- Facilitate job creation and private capital investment in the community by using “best practices” in economic development.
- Administer incentive programs and develop new programs as dictated by market conditions to take advantage of market conditions.
- Develop and implement an annual budget and marketing plan.
- Represent the City and attend trade shows, industry gatherings, and other economic development missions to promote the City for private investment and job creation.
- Participate in regional economic development initiatives.
- Develop a business retention plan for the City.
- Develop both short-term and long-term economic plans and programs to enhance current economic activity in the City, and also to encourage further economic activity.
- Coordinate the preparation of marketing materials which will assist in responding to inquiries about local economic development opportunities in the City, including information about utilities, taxes, zoning, transportation, community services and financing tools.
- Develop and maintain a comprehensive inventory of available buildings and sites in the community for economic purposes and track business movement into and out of the City.
- Coordinate marketing plans and serve as a liaison for the City in conjunction with the Chamber of Commerce, and other related organizations. Researches and prepares marketing materials for distribution. Develop and cultivate contacts with existing and prospective City businesses.
- Prepare and maintain information, which will assist in responding to inquiries about local economic development activities and opportunities in the City. This may include information regarding utilities, taxes, zoning, transportation, community services, and financing tools.
- Monitor local, state, and Federal legislation and regulations relating to economic development and report findings and trends.
- Assist new and expanding businesses with City business and development applications and procedures; exchange information to encourage cooperation and efficiency of the development process.
- Coordinate and monitor professional service contracts as related to economic development as assigned.

Other Job Functions:

- Be involved in operations, organizations, policies and ordinances that affect economic development.
- Be proficient in business recruitment skills and techniques; marketing and promotion techniques. Be knowledgeable of applicable laws, codes, and regulations concerning land use property development as well as community market trends in land development, retail, industrial, and office markets.
- Be aware of development costs of office, retail, industrial and commercial buildings.
- Be able to assess the market analysis as it relates to the potential development of a specific site.
- Have strong negotiation skills and techniques; consensus building skills.
- Customer service skills is essential.
- Be highly skilled in budget preparation and control.
- Oral and written communication skills.
- Prepare economic development reports, memorandum, and other correspondence.
- Make verbal presentations before a variety community groups and communicate effectively with the media.
- Ability to be multi-task oriented.
- Negotiate in writing and in person with private and public agencies.
- Participate in staff development and other in-service activities for professional growth.

Working Conditions:

This position is primarily performed indoors, although work may be performed in other locations as required by business needs and the duties of the position. The normal work schedule is generally five (5) days and forty (40) hours per week; however, the schedule and hours worked may vary based on operational requirements, business needs, meetings, training, and other job-related responsibilities.

Regular and reliable attendance and punctuality are essential functions of the position. Attendance and participation in required workshops, seminars, conferences, orientations, training sessions, meetings, and other job-related activities are mandatory.

Requirements:

Knowledge of principles and practices of economic and rural development, redevelopment, commercial real estate, budgeting, finance, supervision, and small business practices.

Preferred Qualifications:

Graduate of an accredited four-year college or university with a degree in economics, real estate, business management or finance, public administration, economics, marketing, urban planning, or a closely related field.

Experience:

3-5 years or more leading an economic development entity, real estate company, or other related organization.