



## **Economic Development Manager**

Department: Administration

Supervisor: City Manager

FLSA Status: Non-Exempt

\$65,000.00 - \$69,992.00 Annually

\$31.25 - \$33.65 Hourly

### **JOB SUMMARY**

The Economic Development Manager is responsible for directing, coordinating, and administering economic development efforts, targeting new development efforts, retaining and expanding existing businesses, facilitating programs to enhance economic development and job growth, managing economic development staff, and serving in the direction of the Economic Development Board of Directors under the supervision of the City Manager.

### **MAJOR DUTIES**

- Development of market research objectives to help the organization meet its strategic goals;
- Communicates and coordinates with real estate professionals, developers, and business owners interested in establishing or expanding businesses in Kenedy;
- Prepares grant/incentive applications and proposals and reviews proposed contracts for accuracy and completeness;
- Manage economic development staff; assess and monitor workload, administrative and support systems, and internal reporting; identify opportunities for improvement and review with the City Manager; direct the implementation of improvements;
- Market and promote Kenedy to various business and development interests;
- Act as liaison between City departments, developers, and external entities as needed; facilitate the coordination of the review and approval process with appropriate committees; assist developers on inter-governmental issues where appropriate;
- Regularly communicates progress of developments, programs, and initiatives with the City Manager and Economic Development Board of Directors;
- Provide professional assistance with retail, commercial, industrial, and tourism-related development programs, projects, and activities for the long-term benefit of Kenedy;
- Works with City partners (Kenedy ISD, Chamber of Commerce, Alamo Workforce, Karnes County, legal counsel, etc.);
- Coordinates with the City finance department and KEDC Board to make recommendations for annual budget and amendments as needed;
- Monitors economic development expenditures ensuring programs are kept within established limits of the budget;
- Attends the various 4B-EDC Board and City Council meetings and may act as a staff resource to various sub-committees if either;
- Reviews analysis, documents, and reports prepared by consultants and staff to assure accuracy, completeness, and appropriateness and presents them to 4B-EDC Board and City Manager and/or City Council as needed;
- Keeps abreast of legislative developments that may impact economic development programs, policies, and/or procedures and advises KEDC Board and City of such changes with recommendations;
- Thorough understanding of economic development principles and practices;
- Other duties as assigned.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of city and departmental policies and procedures.
- Knowledge of basic accounting principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill to plan, schedule and work independently.
- Skill in oral and written communication.
- Attention to detail to ensure accuracy of work.
- Handle stress effectively without it interfering with performance.

## SUPERVISORY CONTROLS

The City Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY / SCOPE OF WORK

- The need to coordinate activities with a variety of constituents contributes to the complexity of the position. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Successful performance contributes to the efficiency and effectiveness of those operations.

## CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, vendors, community organizations and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- A Bachelor's degree in business, economics, or other related fields from an accredited college or university or seven years of increasingly responsible professional experience in economic development is required.
- CECD Economic Development certification is strongly preferred.
- At least five years of experience and quantifiable success in the field of Economic Development with a successful track record of creativity in problem-solving and project planning is required.
- Strong communication skills, both written and verbal are essential.

## ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name