

## **CITY OF WALLER JOB DESCRIPTION**

Job Title: Economic Development Director

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Exempt

Reports To: Mayor and City Council

Department: Administration

Date: February 2013

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### **JOB SUMMARY**

Under general guidance from the Mayor and City Council, exercise considerable initiative and judgment in the development of the economic goals of the City. Expected to develop partnerships, strategic planning and work effectively with the business community, City Council, Economic Development Corporation, Chamber of Commerce and neighborhood groups especially as related to retail development. Develop and maintain contracts and agreements as pertaining to economic development.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

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### **DUTIES AND RESPONSIBILITIES**

The duties described below are indicative of what an Economic Development Director may be asked to perform, other duties may be assigned:

- Coordinate and implement an economic development program, including a proactive outreach and communication program that projects the image of the City.
- Oversee marketing, recruiting and retaining of retail, commercial and tourism related businesses with major emphasis on retail development.
- Manage and oversee proposal development, economic development capital and redevelopment projects.
- Develop and initiate a strategic plan based on the appropriate City Council strategic initiatives.
- Performs all other duties as assigned.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- BS in business administration, public administration, planning, economic development or related field plus 5-7 years related experience.

- 3-5 years of professional experience specifically in business/industry/retail recruitment preferred.
- Various combinations of education and experience will be considered.
- Texas driver's license with an acceptable driving record.

### **SKILLS AND ABILITIES**

- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, "team player," industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to influence and obtain the cooperation of people and businesses.
- Knowledge of the regional and local economic environment.
- Ability to accurately interpret and administer applicable codes and regulations.
- Ability to work extended or irregular hours.
- Ability to establish and maintain effective working relationships with elected officials, staff, local business leaders, community groups and individual citizens.
- Ability to communicate clearly and concisely, both orally and written.
- Ability to prepare and analyze technical and general reports.
- Ability to utilize modern information and communication technologies.

### **LANGUAGE SKILLS**

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.
- Ability to get along appropriately with co-workers and the public.

### **MATHEMATICAL SKILLS**

- Ability to calculate basic mathematical calculations without aid of a calculator.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.

### **Physical Environment**

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision;

depth perception, and the ability to adjust focus.

- This job is performed predominately in an office environment but may require outside conditions for site inspections and new business development site location review.

### **Work Environment**

The work environment may include some or all of the following:

- Repetitive activities.
- High volume workdays
- Noise distractions (telephone calls, equipment, conversations with customers, etc.).
- Unpleasant social situations (dealing with upset or irate individuals).

**To be considered for this position all interested candidates would need to send resume and a completed application that can be found on the City of Waller website [www.wallertexas.gov](http://www.wallertexas.gov) to the following:**

**Attention: Cynthia Ward, Assistant City Administrator/ City Secretary  
1218 Farr Street, Waller, Texas 7748  
[cward@wallertexas.gov](mailto:cward@wallertexas.gov)**