

JANUARY
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City of San Angelo Development Corporation

DIRECTOR SEARCH

POSITION DESCRIPTION

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THE
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GROUP

ECONOMIC DEVELOPMENT DIRECTOR CITY OF SAN ANGELO, TEXAS Job Summary

GENERAL PURPOSE:

Plans, coordinates, and directs the City's economic and business development activities; develops and implements the Strategic Plan for the City of San Angelo Development Corporation (COSADC); recruits, identifies and develops new NAICS eligible businesses; develops and maintains economic development partnerships; negotiates contracts; administers grants; oversees municipal sales tax projects; reports to the City Manager's Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Leads and/or participates in the development, implementation, and administration of the COSADC Strategic Plan as approved by City Council.
- Conducts trends analysis and operationally forecasts economic development utilizing best practices. Identifies, directs and promotes the City's economic and business development initiatives: facilitates the development, retention, and diversification of the City's tax and job base. Must be familiar with and understand emerging trends to develop the appropriate approach for recruitment of businesses.
- Researches, identifies, develops, recruits and responds to potential NAICS eligible industries (as defined by the State of Texas); maintains initial contact with prospective businesses. Maintains the Business Retention Expansion Program (BREP) by utilizing best practices to additionally concentrate on the expansion or retention of existing businesses.
- Develops business proposals and/or incentive packages for new and expanding business ventures; negotiates business contracts. Fills the knowledge and information gaps that may prevent businesses from making optimal decisions on local economic development issues.
- Evaluates, presents, and recommends NAICS business prospects to the City Council and COSADC.
- Manages the Business Resource Center proper, with the understanding that all partners have autonomy to perform their respective functions.
- Administers and maintains all COSADC incentive grants; manages incentive contracts as to compliance & enforcement with the awardee of the contracts; prepares and submits reports in accordance with local, State, and Federal reporting requirements.
- Provides financial oversight for various City sales tax projects; develops and administers budgets for all voter approved sales tax projects.
- Compiles data and prepares a variety of reports as requested by the City Manager, Finance Director, and City Council and/or COSADC board.

PRIMARY DUTIES AND RESPONSIBILITIES (continued):

- Develops, maintains and supports economic development collaborations with local, regional and State organizations.
- Supervises two department positions in the performance of their normal and assigned duties, and interviews candidates for vacancies when needed, making recommendations to the City Manager.
- Regular and timely attendance is required.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's Degree in Business Administration, Economic Development, or related field; and a minimum of seven years experience directing municipal economic and business development activities; or an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid Texas Driver License with a good driving record.
- Applicants with an out-of-state driver license must provide an original certified driving record from the state of driving licensure.
- Economic Development Finance Professional Certification issued by the National Development Council (NDC) is desirable.
- Considerable knowledge of Air Force Base and Corporate structure is desirable.

Required Knowledge of:

- City operations, policies, and procedures.
- Principles of economic and business development.
- Regulations governing economic development activities.
- Municipal sales tax projects and 4B sales tax.
- Tax abatement, tax credits, and tax increment financing.
- Grant funding sources and grant administration principles.
- Contract negotiation principles.

Required Skill in:

- Directing and coordinating the City's economic and business development activities.
- Providing for the development, diversification, and retention of the City's tax and job base.
- Developing and maintaining economic development partnerships.
- Identifying, developing, and recommending potential business opportunities.
- Preparing business proposals and negotiating contracts.
- Administering grant funding and budgets for municipal sales tax projects.
- Establishing and maintaining cooperative working relationships with City departments and officials, outside agencies, community organizations, and local businesses.

Physical Demands / Work Environment:

- Work is performed primarily in a standard office environment and occasionally in the field when conducting business site visits.

IF YOU HAVE ANY QUESTIONS, ARE INTERESTED IN THIS POSITION, OR WOULD LIKE TO MAKE A RECOMMENDATION PLEASE CONTACT US. WE TREAT OUR CANDIDATES AND CLIENTS WITH THE HIGHEST LEVEL OF RESPECT AND ANY INFORMATION RECEIVED WILL REMAIN CONFIDENTIAL.

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