

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Economic Development Director

**Department:** Economic Development

**Pay Grade:** 119

**FLSA Status:** Exempt

#### JOB SUMMARY

The Economic Development Director directs, coordinates, and promotes the economic development for the City of Lockhart. An incumbent in this position also attracts new businesses, expands and retains existing businesses, and enhances job creation and investment for the City.

#### ESSENTIAL JOB FUNCTIONS

- Develops short- and long-range economic development strategies.
- Seeks and secures state and federal grants to aid community economic development.
- Recruits new industrial and manufacturing business with an emphasis on investment and job creation (or expansion).
- Develops strategies for small business attraction, expansion, and retention.
- Participates in incentive compliance reviews.
- Develops strategies for retention and expansion of existing City business.
- Develops strategies for downtown revitalization to secure retention of existing downtown City businesses and to attract new downtown businesses.
- Creates strategies and innovative approaches to develop and capitalize on City's unique, historical, and/or geographical assets.
- Assists in development of vocational/technical education and training programs to assist in developing workforce in support of new jobs.
- Generates data files; maintains database; and tracks such things as labor, housing, wages, and other demographics on the City of Lockhart and Caldwell County.
- Meets with current businesses and schools.
- Produces professional communications such as brochures, videos, web sites, articles, and advertisements in journals and on social media.
- Maintains website.
- Responds to requests for proposals.
- Joins various economic development organizations and associations.
- Attends functions in the community and region related to economic development.

- Develops, coordinates, and executes activities aimed at attracting tourism such as festivals, parades, etc. which promote development.
- Keeps LEDC President (City Manager) informed; manages LEDC Board meetings.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in economics, marketing or a related field, five (5) years of related work experience in economic development, or an equivalent combination of education and experience. A proven working knowledge of economic development corporation sales tax law in Texas – 4B.

#### **Licenses or Certifications:**

- Certification status of Certified Economic Developer preferred.

#### **Special Requirements:**

- Possess Texas Driver's license and good driving record.
- Ability to maintain regular, reliable in-person attendance.

#### **Knowledge, Skills and Abilities:**

- Knowledge of economic development, specifically for local municipalities.
- Knowledge of economic development corporation sales tax law in Texas.
- Knowledge of grant proposals and administration.
- Knowledge of public relations and marketing.
- Skill in communicating, both verbally and in writing.
- Skill in compiling and analyzing data.
- Skill in negotiations.
- Skill in facilitating meetings.
- Skill in desktop publishing.
- Ability to create and make presentations.
- Ability to deal with the media.
- Ability to develop creative approaches to meet goals.
- Ability to persuade others.
- Ability to supervise the work of others.
- Ability to maintain effective relationships with other staff, department heads, the general public, and various local, state, and federal government officials.
- Ability to maintain confidentiality.

### **PHYSICAL DEMANDS**

The work is sedentary which requires exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

- |   |                                                                                    |
|---|------------------------------------------------------------------------------------|
| C | • Handling: Picking, holding, or otherwise working, primarily with the whole hand. |
|---|------------------------------------------------------------------------------------|

C	<ul style="list-style-type: none"> <li>Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.</li> </ul>
R	<ul style="list-style-type: none"> <li>Kneeling: Bending legs at knee to come to a rest on knee or knees.</li> </ul>
O	<ul style="list-style-type: none"> <li>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.</li> </ul>
F	<ul style="list-style-type: none"> <li>Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.</li> </ul>
C	<ul style="list-style-type: none"> <li>Mental Acuity: Making rational decisions through sound logic and deductive processes.</li> </ul>
O	<ul style="list-style-type: none"> <li>Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.</li> </ul>
O	<ul style="list-style-type: none"> <li>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.</li> </ul>
F	<ul style="list-style-type: none"> <li>Reaching: Extending hand(s) and arm(s) in any direction.</li> </ul>
O	<ul style="list-style-type: none"> <li>Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.</li> </ul>
C	<ul style="list-style-type: none"> <li>Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.</li> </ul>
F	<ul style="list-style-type: none"> <li>Standing: Being erect particularly for sustained periods of time.</li> </ul>
F	<ul style="list-style-type: none"> <li>Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
F	<ul style="list-style-type: none"> <li>Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is performed in a relatively safe and secure work environment and inside a climate-controlled building with occasional travel outside to other facilities or events.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date