

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 Specialist

Department: Economic Development

Pay Grade: 110

FLSA Status: Exempt

JOB SUMMARY

The Economic Development Specialist performs research, planning, marketing, and relocations in implementing the City's program to attract and aid business development. An incumbent in this position also aids in enhancing employment, housing, tourism, and public infrastructure opportunities.

ESSENTIAL JOB FUNCTIONS

- Creates and executes presentations at various forums such as City Council meetings, LEDC Board meetings, and other public speaking events.
- Creates and maintains information resources, files, records, listings, databases, and other reference materials for the purpose of business attraction and retention.
- Maintains client management database for leads and pending projects.
- Prepares information packets including economic, statistical, financial, population, growth, demographic, and other information for dissemination to potential business clients.
- Meets with and assists potential new business in site analysis; prepares services and marketing programs.
- Meets with and assists potential new businesses in site selection; coordinates key activities to facilitate the location process.
- Coordinates with various agencies and community organizations in order to conduct presentations and promote Lockhart tourism;
- Collaborates and communicates with other local, regional, state, and national business development organizations; refers clients to those organizations or agencies whenever appropriate.
- Maintains contact with the real estate community, the business community, and other economic development professionals related to real estate listings in order to maintain a database of commercial and industrial buildings and sites available for development.
- Coordinates and manages business retention visits.
- Generates activity reports and analyses on economic development and redevelopment activities.
- Updates, designs, and edits a variety of promotional/marketing materials for business retention, expansion, and international trade activities.

- Work closely with and partners with other organizations for targeted responses for business lead; works with the Lockhart Chamber of Commerce and the Greater Caldwell County Hispanic Chamber to address business needs.
- Participates in various local and regional economic forums and attends various conferences and local and regional meetings on behalf of the Economic Development Department.
- Coordinates with the City's development team; gathers information for economic development and expansion of an organization.
- Manages and coordinates necessary preparations for EDC Board meetings, retreats, and workshops as well as other special events including agendas and required postings.
- Monitors budget and makes recommendations to supervisor for any modifications necessary.
- Plans and coordinates the training of staff, committee members, and Council members in economic development activities.
- Maintains the department's website to ensure relevant, up-to-date information is available for clients.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in economics, business, marketing, government, political science, or related field, two (2) years of related work experience, or an equivalent combination of education and experience; experience in economic development within a government setting is preferred.

Licenses or Certifications:

- None.

Special Requirements:

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

Knowledge, Skills and Abilities:

- Knowledge of economic development, specifically for local municipalities.
- 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 use tact and diplomacy.
- 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.
- Ability to follow policies and procedures.

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):

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| R | • Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching. |
| R | • Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility. |
| R | • Crawling: Moving about on hands, knees, or hands and feet. |
| R | • Crouching: Bending the body downward and forward by bending leg and spine. |
| F | • Handling: Picking, holding, or otherwise working, primarily with the whole hand. |
| C | • 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. |
| R | • Kneeling: Bending legs at knee to come to a rest on knee or knees. |
| O | • 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. |
| F | • Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling. |
| O | • Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion. |
| O | • Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward. |
| F | • Reaching: Extending hand(s) and arm(s) in any direction. |
| F | • Standing: Being erect particularly for sustained periods of time. |
| C | • 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. |
| F | • Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another. |

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