



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ECONOMIC DEVELOPMENT DIRECTOR**
Grade: 19

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Works with the County Judge on Economic Development functions of the county, which includes all business expansion, retention, and marketing activities. Administers the development and implementation of the county's economic development efforts, which includes policies, procedures, guidelines, consultant oversight, database development, prospect contact, and coordination with local economic development directors, chambers of commerce, landowners, and developers.

EXAMPLES OF WORK PERFORMED

Creates and oversees federal and state grants relating to community and economic development

Resolves and responds to complex and sensitive development related questions and issues

Verifies the achievement of quantifiable jobs, revenue and business expansion goals of assisted companies

Prepares and submits monthly newspaper articles for each court member. Writes and distributes press releases with area media regarding economic development as directed by the Court members

Generates positive media content, drafts scripts for economic development projects, coordinate video production and works with county officials to develop economic initiatives

Coordinates economic development activities with the court, legal staff, municipality representatives, and business owner/consultants

Maintains all current demographic and other pertinent information and files for marketing purposes, such as local municipality demographics, site specific demographics, information on local and regional educational facilities, tax information, etc.

Responds to proposals from municipalities regarding prospects, and evaluates incentives request by gathering data to prepare cost-benefit analysis for the county's consideration as request by municipality

Prepares and administers the annual budget for the division. Ensures effective operational and financial management through forecasting, and reviewing budgetary submissions

Develops, evaluates, and monitors goals and objectives and the long-range service plans, policies, and procedures to carry out the mission of the department

Plans, coordinates, and delivers assistance, information, and services to prospects

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with a Bachelor's in Business, Public Administration, Economics, or related field

Eight (8) years of experience in planning, economic research, analysis work, or related experience

Four (4) years of experience as a supervisor

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of economic principles, techniques, and procedures

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning and programming

Skill in performing statistical computations

Ability to prepare and analyze statistics and other economics data, to prepare reports, and to train others

Demonstrated policy, planning and analysis experience

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations