

**LOCKHART ECONOMIC  
DEVELOPMENT CORPORATION**

**Job Description Form**

**Job Title: Economic Development Director**

P. O. Box 239  
Lockhart, TX 78644

**Date: August 1, 2016**  
**Pay Range: \$24.52 - 31.31 - 38.09**  
**Pay Grade: 8 Exempt**

**Brief Description of the Job:**

Directs and coordinates economic development department by attracting new industrial, commercial, and retail businesses; works with local businesses and groups to further economic development, expansion and retention of existing businesses.; promotes Lockhart to enhance job creation and investment; although not a City of Lockhart employee, must comply City policies.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
<b>Essential Functions</b>			
1. Develop short- and long-range economic development strategies	5	S	BIQ
2. Seeks and secures state and federal grants to aid community economic development.	15	S	BIQ
3. Recruits new industrial and manufacturing businesses with an emphasis on investment and job creation and/or expansion	8	S	BIQCIRS
4. Develops strategies for small business attraction, expansion, and retention.	10	S	BIQ
5. Develops strategies for retention and expansion of existing city businesses.	10	S	BIQ
6. Develops strategies for downtown revitalization to secure retention of existing downtown city businesses and attraction of new downtown businesses.	10	L	BIQ
7. Develops strategies and innovative approaches to develop and capitalize on city's uique, historical, and/or geographical assets t	5	S	BIQ
8. Assists in development of vocational-technical education and training programs and opportunities to assist in developing a diverse workforce availability in support new jobs	5	S	BCIQRS
9. Generates data files and tracking system on Lockhart and Caldwell County for such things as labor, housing, wages, to be used to evaluate current economic situation.	15	S	BIQ
10. Recruits developers and/or homebuilders to expand housing development in the city which expand the tax base			BIQCRS
11. Produces professional media l.e. brochures, videos, web sites, articles, and advertisements in journals and social media	3	S	ABCEQHS
	86		

A. STANDING    D. LIFTING    G. REACHING    J. KNEELING    M. BENDING    P. BALANCING    S. TALKING  
 B. SITTING    E. CARRYING    H. HANDLING    K. CROUCHING    N. TWISTING    Q. VISION    T. FOOT CONTROLS  
 C. WALKING    F. PUSH/PULL    I. FINE DEXTERITY    L. CRAWLING    O. CLIMBING    R. HEARING    U. OTHER: \_\_\_\_\_

Essential Functions	% of time	Strength	Physical Demand Code
12. Joins community ED organizations and associations to stay informed about new techniques as well as business leads.	2.5	S	ABCEQHS
13. Attends functions directly related to ED activities in the community and region.	2.5	L	ABCEQHS
14. Develops, coordinates, and executes activities aimed at attracting tourism such as festivals, parades, etc. which promote economic development	3	M	ABCDEFGHIJ KLMNOPQRS
15. Reports to and keeps LEDC President (City Mgr) informed in a timely manner.	2.5	S	BQRS
16. Performs other duties as assigned.	1.5	L	A - T

100%

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMMODATION.

Physical Demand	Description
	Norman physical and mental demands of a busy office place prevail. Accommodations supported with proper equipment can handle many physical challenges.

**PHYSICAL DEMANDS****MACHINES, TOOLS, EQUIPMENT AND WORK AIDES**

Computer, phone, copies, fax, reorder, binder, postage meter  
 Computer and software skills to produce reports, graphics, and slide shows

**ENVIRONMENTAL FACTORS**

Few, if any

**PROTECTIVE EQUIPMENT**

As needed

**NON-PHYSICAL DEMANDS**

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u>F</u>	Emergency Situations	<u>R</u>
Noisy/Distracting Environment	<u>F</u>	Tedious Exacting Work	<u>F</u>
Performing Multiple Tasks Simultaneousl	<u>F</u>	Working Closely with Others as part of a Team	<u>F</u>
Danger/Physical Abuse	<u>R</u>	Irregular Schedule/Overtime	<u>F</u>
Frequent Change of Tasks	<u>F</u>	Other (Description Below):	<u>    </u>

**JOB REQUIREMENTS****FORMAL EDUCATION**

Minimum High School Diploma with documented Economic Development Training  
 Prefer college graduate with a bachelor's degree in Economics, Marketing or related field  
 with Economic Development Training

**EXPERIENCE**

5 Years experience in Economic Development and a proven working knowledge of  
 Economic Development Corporation Sales Tax Law in Texas

**OTHER REQUIREMENTS**

Prefer Certified Economic Development status preferred.  
 Leadership Training Preferred

**READING**

Extensive Reading Required

**WRITING**

Skills necessary for grant development, programs/presentations, media - PR

**MATH**

Skills necessary for data, generation, etc.

**OTHER REQUIRED SKILLS:**

Negotiation/facilitation skills; team leader, salesmanship, creativeness, public speaking, public relations, desktop publishing

**SIGNATURES - REVIEW AND COMMENT**

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

\_\_\_\_\_  
Employee - Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor- Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments \_\_\_\_\_  
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