



P. O. Box 239
Lockhart, TX 78644

Job Description Form

Job Title: Economic Development Specialist

Date: October 21, 2019

Pay Range: \$16.28 - \$21.21 - \$26.14

Pay Grade: 5 Exempt

Brief Description of the Job:

The primary function of this position is to perform economic development, implementation, planning, marketing and research work to implement the City's program and policy of broadening its retail and commercial base. Implementation includes attracting new businesses and aiding new businesses in expansion leading to the enhancement of employment opportunities, housing and public infrastructure. This position will promote Lockhart's value as a business location, generate qualified prospects and improve the competitiveness of the community's business climate. The ED Specialist will perform specialized complex work including administrative support duties which require considerable independence, judgment, and initiative, all while providing professional level assistance to the Director of Economic Development. This position will be open to earning the achievement of Certified Economic Developer.

ESSENTIAL FUNCTIONS: Listed in descending order of frequency; in strength column. S=Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code see below.

Essential Functions	% of Time	Strength	Physical Demand Code
1. Serve as the first line of professional contact for clients and demonstrate superior seamless customer service, integrity and commitment to innovation, efficiency and fiscally responsible activity. Represents the ED Director as needed. Exercise independent and good judgement in addressing politically sensitive and/or confidential matters.	15	L	ABCIQRS
2. Create and execute presentations at various forums such as City Council meetings, LEDC Board meetings, and other public speaking events.	5	L	ABCDEGHIQRS
3. Create and maintain information resources, files, records, listings, databases and other reference materials for the purpose of business attraction and retention. Maintain client management database for leads and pending projects. Keep significant 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.	14	S	BCFIQRS
4. Coordinate and manage business retention visits.	10	L	A-T
5. Generate activity reports and analyses on economic development and redevelopment activities, such as monthly, quarterly and annual reports for administration, advisory boards and City Council.	5	S	BCFIQRS
6. Update, design and edit a variety of promotional/marketing materials for business retention, expansion and international trade activities.	5	S	BCFIQRS

7. Work closely with the Office of the Governor, Austin Chamber, and the Greater San Marcos Partnership to provide detailed and targeted responses to business leads with accuracy and speed under the pressure of time-sensitive deadlines. Works with the Lockhart Chamber of Commerce and the Greater Caldwell County Hispanic Chamber to address business needs. Prepare for and participate in various local and regional economic forums and attend, when necessary, various conferences and local and regional meetings on behalf of the Economic Development Department. Travel and attend events, forums, and conferences within the region and out of state as needed. Coordinate with the City's Development team and gather all information for economic development and expansion of an organization.	10	L	A-T
8. Manage and coordinate all necessary preparations for Council Workshops, EDC Board meetings, retreats, and workshops as well as other special events. Create and prepare City Council Agenda items, ensuring accuracy and meeting the necessary deadlines. Create, ensure accuracy, and post agendas and other required legal notices as required for Council Workshops, EDC Board meetings, retreats and workshops, and other various board meetings and activities. Ensuring all posting requirements are followed in compliance with the Texas Open Meetings Act and other state and federal laws	5	L	A-T
9. Prepare information packets including economic, statistical, financial, population, growth, demographic, and other information for dissemination to potential business clients. Meet with and assist potential new business in site analysis and prepare all services and marketing programs for the same. Meet with and assist potential new businesses in site selection; coordinate key activities to facilitate the location process	15	L	ABCDEFGHIJKLMNO PQRST
10. Coordination of various agencies and community organizations in order to conduct presentations and familiarization tours/site visits for the purpose of promoting Lockhart. Collaborate and communicate with other local, regional, state and national business development organizations and refer clients to those organizations or agencies whenever appropriate.	5	L	ABCDEFGHIJKLMNO PQRST
11. Monitor budget and make recommendations to ED Director for any modifications necessary.	2	S	BCFIQRS
12. Plans and coordinates the training of staff, committee members and council members in economic development activities.	2	L	A-T
13. Maintain the department's website to ensure relevant, up to date information is available for clients.	5	S	BCFIQRS
14. Other duties as assigned.	2	L	A-T

100%

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: _____

PHYSICAL DEMANDS**OVERALL STRENGTH DEMANDS:**

SEDENTARY _____ LIGHT X MEDIUM _____ HEAVY _____ Very Heavy _____

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

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

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

Physical Demand	Description
Sitting:	At desk and in meetings for extended periods.
Walking/Standing:	On bare, tiled, and carpeted floors and going up and down stairs and steps.
Lifting/Carrying:	Computer printouts and copier paper to a maximum of 35 pounds.
Reaching/Handling:	Documents on desk area and in filing cabinets and tables; telephone, other office equipment
Fine Dexterity:	Operating personal computer keyboard, calculator, cell phone, other office equipment, to drive.
Vision:	To read source documents and view computer terminal screen, telephone, cell phone, to drive.
Hearing/Talking:	To communicate with staff and public on all matters.

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

Ability to operate standard office equipment and machines including: computer/keyboard, calculator, typewriter, automated multi-function phone system, copy machine, fax machine, cell phone, stapler, staple puller, shredder, hole punch, etc.

Computer and software skills to produce reports, graphics, and presentations.

ENVIRONMENTAL FACTORS

Work is inside office atmosphere subject to central air conditioning and heating systems. Occasionally travels outside to other facilities or events.

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 Simultaneously	<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**

Bachelor's degree in government, political science, economics, business, marketing, or related field.
Prefer documented Economic Development Training.

EXPERIENCE

Two to three years of economic development experience in a governmental setting preferred.

OTHER REQUIREMENTS

Leadership Training preferred;

Possess a valid Texas Driver's License, must have and maintain a satisfactory driving record;

Must have the ability to report to work on time and to work outside normal business hours when needed;

Must have the ability to follow established policies and procedures;

Must be able to work cooperatively with fellow employees and supervisors.

SKILLS**READING**

Extensive reading required.

WRITING

Skills necessary for grant development, program/presentations, media releases.

MATH

Skills necessary for data generation, analyzing, etc.

OTHER REQUIRED SKILLS:**Reasoning, Managerial, Interpersonal:**

Ability to use tact and diplomacy and maintain effective relationships with other staff, department heads, the general public and various local, state, and federal governmental officials.

It is an absolute requirement that the employee maintain confidentiality and professionalism in all matters.

Negotiations/facilitation skills; team leader, salesmanship, creativeness, public speaking, public relations.

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.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Applicant/Employee - Print Name

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments: _____
