



P. O. Box 239
Lockhart, TX 78644

Job Title: Economic Development Director

Date: March 25, 2019
Pay Range: \$26.51 - 33.85 - 41.18
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.

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
Essential Functions			
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 unique, historical, and/or geographical assets.	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	2	S	BIQCRS
11. Produces professional media i.e. brochures, videos, web sites, articles, and advertisements in journals and social media	3	S	ABCEQHS
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%

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	_____	T. FOOT CONTROLS	<u>O</u>
C. WALKING	<u>F</u>	I. FINE DEXTERITY	<u>F</u>	O. CLIMBING	_____	U. OTHER: _____	_____
D. LIFTING	<u>O</u>	J. KNEELING	<u>R</u>	P. BALANCING	_____		
E. CARRYING	<u>O</u>	K. CROUCHING	_____	Q. VISION	<u>C</u>		
F. PUSH/PULL	<u>O</u>	L. CRAWLING	_____	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
Standing/Walking	On bare, tiled, and carpeted floors and going up and down stairs and steps.
Sitting	At desk for extended periods.
Lifting/Carrying	Computer listings and paper to a maximum of 35 pounds.
Pushing/Kneeling Bending	Filing and removing documents in filing cabinets and tables.
Reaching/Handling	Documents on desk area and in filing cabinets and tables.
Fine Dexterity	Operating personal computer keyboard and calculator
Vision	To read source documents and view computer terminal screen.
Hearing/Talking	To communicate with staff and public on all matters.
Foot Controls	To operate vehicle.

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 - 4B

OTHER REQUIREMENTS

Prefer Certified Economic Development status preferred.
Leadership Training Preferred
Possess a valid Texas Driver's License, must have and maintain a satisfactory driving record.

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.

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

Employee - Print Name and Title

Signature

Date

Supervisor- Print Name and Title

Signature

Date

Comments _____

