

## **Job Title: Economic Development Specialist**

**Reports To: Caddo Mills Economic Development Corporation Board**

**Date: October 30, 2024**

**Job Type: Full Time**

**Salary: \$55,000 - \$62,000 Annually**

### **JOB SUMMARY:**

The Economic Development Specialist performs various professional and technical duties involving research, design, implementation, and monitoring of economic development efforts. Under the guidance of the Caddo Mills EDC Board of Directors the position is responsible for providing support to the CMEDC team through, but not limited to, completing comprehensive research work on various businesses, properties, and markets; coordinating and implementing projects and programs that support commercial, office, retail, and light industrial development; business attraction; business retention; workforce development initiatives; and other economic development, and redevelopment improvement programs or projects.

### **General Expectations for All Employees**

In order for the Caddo Mills EDC to continue to achieve our primary function of making Caddo Mills a better place to live, work, and raise a family, we hold these expectations for all employees.

- Contribute to a positive work culture
- Maintain regular and reliable attendance
- Ability to assess his/her work performance or the work performance of the team
- Contribute to the development of others and/or the working unit or overall organization
- Ability and willingness to work as part of a team; to demonstrate team skills, and to perform a fair share of team responsibilities
- Ability to continuously learn and develop through a mix of internal and external training opportunities, and if applicable, encourage subordinates to do the same

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with building relationships with prospects, consultants, and company decision makers
- Develops and maintains files, records, databases, listings, and other reference materials used to recruit and retain businesses, including specific business data and trends, demographic profiles and related materials
- Generates queries in databases and research lists of existing and prospective businesses for attraction, retention efforts, and lead generations
- Maintains detailed site and building information
- Supports programs to encourage the attraction and expansion of new and existing employers to the community

- Analyzes real estate development projects and financial gaps, conducts cost-benefit analyses, and makes recommendations to EDC leadership to include incentive and project financing structure
- Creates awareness of local and state incentive programs and assists in the preparation of incentive packages including due diligence and evaluation for recruitment and business retention-expansion opportunities
- Tracks business feedback, needs, opportunities and responses to develop and refine recruitment and BRE strategies, programs, and tools
- Develops and maintains prospect data, tracking database and periodic reports with assistance of Business Intelligence Specialist
- Assists as needed with administrative support and front office coverage
- Assists as needed with research, business attraction and technology - innovation/entrepreneurship activities
- Identifies local, regional, and national site consultants, corporate real estate executives, and brokers to help CMEDC team build relationships and network
- Monitors progress of goals and objectives as outlined in the strategic plan utilizing performance metrics and regular reporting to assess and communicate outcomes
- Provides general administrative support as required, includes, but not limited to, assistance with document preparation, call management, meeting coordination, presentation development, travel arrangements, and tracking/reporting expenses
- Executes initiatives and activities to facilitate local business attraction, expansion, and retention, including incentive awareness, conducting business evaluations/surveys, and providing general economic development assistance
- Performs necessary manual labor and skilled tasks that may require lifting heavy objects, stooping, bending, and twisting
- Complies with all City of Caddo Mills policies and procedures
- Adheres to assigned work schedule as outlined in City and department policies and procedures
- Assists with other projects and activities as directed

#### **OTHER JOB FUNCTIONS:**

- Assists with special events, group meetings, and consultant tours
- Prepares and delivers presentations to community leaders

#### **KNOWLEDGE, SKILLS, ABILITIES, AND BEHAVIORS**

- Ability to communicate effectively with peers, supervisors, subordinates, and people to whom service is provided
- Ability to produce desired work outcomes, including quality, quantity, and timeliness
- Ability to plan and organize work, time, and resources, and if applicable, that of subordinates

- Highly detail – oriented; resourceful; proactive; solution-focused; Ability to work independently, demonstrating self-motivation, enthusiasm, willingness to learn; and strong work ethic;
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change
- Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form; Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives
- Ability to calculate, compute, tabulate and summarize data and/or information; Includes the ability to perform subsequent analysis and actions in relation to these computational operations
- Ability to operate computer, printers, AV, and other office equipment
- Knowledge of regulations and procedures concerning economic development, as well as statistics and mathematics applicable to economic analysis
- Knowledge of methods and sources used in analyzing local economic trends and industry trends
- Knowledge of Federal, State, and other resources for economic development and business assistance
- Skill in preparing, editing, and developing responses to politically sensitive or confidential correspondence
- Ability to maintain strict confidentiality

## **MINIMUM REQUIRED QUALIFICATIONS**

Bachelor's degree in the field of business administration, marketing, finance, data science or closely related field; supplemented by one (1) year of previous experience and/or training in an economic development environment; or equivalent combination of education, training and experience.

Any work-related experience resulting in acceptable proficiency levels in the minimum qualifications stated above, may be acceptable.

## **CONDITIONS OF EMPLOYMENT**

- Must pass a drug screen and background check
- Must have Class C Texas Driver's License

- Must be able to work evenings and weekends
- Must be able to attend out-of-state events and conferences

### **PHYSICAL DEMANDS/SUPPLEMENTAL**

The ability to lift and/or exert force up to twenty-five (25) pounds may be required; May be subject to repetitive motion such as typing, data entry, and vision to monitor; May be subject to extended periods of standing, bending, reaching, kneeling, and lifting such as setting up for meetings and events, and transporting materials and supplies for presentations and programs.

### **WORK ENVIRONMENT**

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

The City of Caddo Mills is an equal opportunity employer (EOE) committed to an alcohol/drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability or any other legally protected status.

**Send Resume to:**

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