

EL PASO COUNTY JOB DESCRIPTION



ECONOMIC DEVELOPMENT DIRECTOR

Economic Development Department

Summary of Position

The Economic and Development Director provides vision and leadership in planning, directing, managing, and overseeing economic development programs and projects within the County. The incumbent will be responsible in promoting the County's economic development initiatives and achieve strategic goals.

Organizational Relationships

Reports to: Chief Administrator or designee

Directs: Economic Development Staff

Other: Establishes and maintains frequent and necessary communications and contact with County Administration, Commissioners Court, Department Heads, County and other economic and tourism related entities, county staff, media, vendors, consultants, and the general public.

Essential Duties

Administrative Duties:

Provides vision and leadership in administering a comprehensive economic and development programs including operations, personnel, budgeting, policy development, and program supervision and ensures quality, responsiveness, efficiency, and effectiveness in the operation;

Directs strategizing, planning, organizing, reviewing, designing, and evaluating of the overall operations and development of the department's administration;

Directs department goals and objectives to be consistent with priorities, policies and procedures established by the Chief Administrator and Commissioners Court; Implements the County's economic development action agenda; Identifies actions and obtains buy-in on these objectives that support the County's economic development goals and action agenda;

Responsible for all administrative, personnel and department operations; provides management, administration, organizational leadership, and team building; plans, assigns, supervises, trains and evaluates the work of professional, and administrative support staff; assigns duties and plans work of others; interprets plans, specifications, standards, policies, procedures, and regulatory codes;

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Delegates authority and responsibility, and schedules program work on a long-term basis; establishes standards and priorities and ensures they are maintained by others; approves selection of new employees, employee transfer/promotion, discipline, termination, performance evaluations, and personnel actions;

Maintains a highly competent staff to meet the established needs of the operation; implements personnel additions, changes or terminations within guidelines set by Chief Administrator, Commissioners Court and County procedures; administers and formulates salary and personnel recommendations as they pertain to the department; and

Monitors and oversees department operations to assure that services delivered are in compliance with contract provisions, applicable laws, rules and regulations established by federal, state, and local laws and by applicable standards established by Chief Administrator, Commissioners Court and the department.

Substantive Economic and Development Duties:

Responsible for the creation and implementation of the Economic Development Plan for the County of El Paso; serves as the primary adviser in all matters relating to the County's Economic Development Plan, and opportunities for economic development throughout El Paso;

Oversees and leads on collaborative efforts with outside partner organizations to support local business growth, expansion and relocation, new business recruitment, retention and expansion to further the community development initiatives within the trade area of El Paso; addresses business or business community concerns; addresses business or community needs and presents at meetings, as needed;

Represents the department in Commissioners Court and makes presentations and recommendations to the Court; represents the department and/or county with customers and media; works with and makes presentations to elected county officials, county departments, state and municipal officials, citizen groups and other policy-making entities regarding current and future development, planning, designing, of areas of responsibility;

Establishes and maintains effective public relations in a complex environment involving personnel; responds to inquiries from customers, regulatory agencies, or members of the professional community; responds to, analyzes and resolves difficult inquiries, grievances, or complaints;

Performs complex studies, analysis, designs, research, calculations, computations, and prepares estimates, plans, and reports; stays abreast of new trends and innovations in the field; develops more efficient methods; develops managerial talent in the staff; evaluates personnel and organizational structure; acts as chief contact between economic and community development and those outside the department;

Collaborates with Parks, Special Events, and Tourism department to promote and utilize heritage tourism and historic preservation as an economic development tool;

Collaborates with Public Works on various operational and community development projects;

Develops management plans to meet the County's economic development goals; analyzes real estate management projects; develops and evaluates business assistance, business retention and financing plans; develops and evaluates plans and criteria for programs and projects relating to redevelopment of underutilized areas; solicits development proposals from private development companies; negotiates development/redevelopment activities with public officials, public and private organizations, committees, county employees, and interested groups; promotes economic development initiatives; prepares reports on

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economic development activities and conduct presentations; conducts market and feasibility studies, and cost-benefit analyses; conduct preliminary economic business impact analysis and formulate economic development agreements with county legal staff;

Prepares and verifies information for all incentives and enterprise zone compliance reporting; reviews and negotiates business incentive agreements; assists with state incentive agreements and supports efforts for recruitment, retention and expansion; formulates recommendations with regard to the provision of incentive packages for recruitment, retention and expansion of business prospects; maintains a working knowledge of incentive programs in comparable counties.

Oversees and provides direction on economic development and Rural Planning initiatives,; provides professional level economic development services to the County of El Paso on economic development incentives and initiatives within the County of El Paso and surrounding areas; verifies compliance on economic development incentives for the County of El Paso; prepares and manages project and program budgets and makes recommendations for amendment of such budgets as necessary; develops and maintains follow-up with business entities to ensure service delivery objectives are met; and

Prepares and manages projects and programs and make recommendations, as necessary, to improve process effectiveness and service efficiency.

Budget Duties:

Responsible for making financial recommendations on capital purchases, annual budget and expense allocations; oversees financial planning for departmental functions and needs in concurrence with Commissioners Court approvals;

Works with Commissioners Court, Elected Officials and their staffs, department staff and other county staff, and shared services partners to establish priorities and set schedules and budgets for timely completion of projects;

Works with Purchasing Department and provides input and makes recommendations to Chief Administrator, Commissioners Court, Elected Officials and departments on best alternatives for awarding contracts to competing vendors and contractors; negotiates and oversees contracts as assigned; and

Assures that department recommendations that have been approved by Chief Administrator and Commissioners Court are carried out or complied with; forecast personnel and financial needs of all activities; keeps abreast of developments that affect the functions performed in each reporting section of the department.

General Expectations:

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Other Important Duties*

Performs such other related duties as may be assigned;

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Maintains a safe and healthy work place environment;

Be available for work beyond standard workday or workweek hours as necessary;

Regular out of town travel for professional conferences and meetings; and

As members of the County of El Paso Emergency Response System, all El Paso County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to train on emergency response and/or perform certain emergency services at the direction of their supervisor.

Minimum Requirements: Knowledge, Skills, and Abilities

Knowledge of: economic development and business services principles and practices; project management and implementation skills; development and professional services contracting, bidding procedures and contract oversight; local business community and various business entities; principles and practices of administrative management; speech preparation principles, techniques and objectives of public relations; current English language usage; effective speaking techniques; graphic design principles, typography and layout techniques; audio-visual equipment and its uses; effective internet and e-mail usage principles; the principles and practices of effective customer service; effective supervisory principles, practices, and techniques; grammar, punctuation and spelling; techniques for effective interpersonal communications; modern office procedures, methods and computer equipment to include Windows and Microsoft based products; and general knowledge of park design, maintenance, and turf management. *Skill/Ability to:* effectively manage operations and delegate tasks and authority; prepare clear, comprehensive, and accurate reports for internal and external audiences; interpret customer needs and solve complex customer service issues, assess and prioritize multiple tasks, projects and demands; effectively make presentations to a varied audience; communicate effectively, both verbally and in writing; disseminate information in a friendly and professional manner; deal effectively and courteously with individuals at all levels of the organization, including associates, the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the County's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others; make sound recommendations, exercise excellent interpersonal, managerial and administrative skills; handle public scrutiny; lead and motivate subordinates; complete projects on time and within budget; communicate verbally and in writing with all levels of an organization; deliver seamless customer service; analyze and evaluate complex data and reports; manage contracts and perform project budgeting; operate personal computer using standard office operating software and general office equipment; prepare and maintain records, maintain filing systems, compile and organize information; promote program activities; make mathematical computations; communicate well both orally and in writing; work independently; exercise sound judgment and make decisions; manage time well and perform multiple tasks; organize diverse activities; perform in a fast-paced and stressful environment, while maintaining a professional manner; and establish and maintain cooperative and effective relationships with those contacted during the course of work. Each and every county position requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Maintain strict confidentiality;
- Project positive support of their department and all organizations receiving Community Events service at all times; and,

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- Maintain and enhance the County's commitment to customer service excellence

Acceptable Experience and Education

Bachelor's Degree (Master's Degree preferred) from an accredited university or college in Economics, Business or Public Administration, Urban Planning, Finance or related field, plus six (6) years of increasingly responsible professional experience in economic or business development or international business management, including two (2) years of executive level management experience; and experience in historic preservation and heritage tourism is preferred.

Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Certificates and Licenses Required

Must have or obtain by date of hire a valid driver's license applicable to job responsibilities, with a driving record acceptable to the County of El Paso.

CCIM, CED, or other certifications in economic development are preferred.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to handle or feel. The employee occasionally is required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, walk, and climb or balance. The employee must frequently lift and/or move up to 30 pounds and manually push/pull a dolly. Candidate must be able to operate a vehicle.

Work Environment

Office environment and field work. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The above is intended to describe the general nature and level of work being performed by this position. The statements are not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Job Location (Place(s) where work is performed)

Various locations through the County

Equipment (Machines, tools, etc., used in job performance)

- Personal Computer
- Audio/video equipment
- Copy machine
- General office equipment
- Other equipment related to job performance

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**THE COUNTY OF EL PASO, TEXAS
PHYSICAL REQUIREMENTS AND CONDITIONS**

<u>Physical Requirement</u>	<u>Degree</u>
Hearing Acuity:	low/ <u>average</u> /sharp
Visual Acuity:	rough/ <u>average</u> /precision
Visual Color Acuity	low/ <u>average</u> /high
Manual Dexterity:	<u>To accomplish duties as stated in job description</u>
Operate Moving Equipment:	<u>no</u> /yes
Operate Vehicles:	<u>Uses county vehicle or own vehicle for business travel</u>
Environment:	<u>office/field</u>
Extremes:	<u>low</u> /average/high
Noise:	low/ <u>average</u> /high
Chemicals:	<u>low</u> /average/high
Confined Space:	low/ <u>average</u> /high
Heights:	low/ <u>average</u> /high
Uneven Terrain:	low/ <u>average</u> /high
Other Special Physical Requirements:	<u>Ability to communicate orally and in written form</u>

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard of the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restriction of employees returning from Industrial and Illness Leaves of Absence.

In an 8-hour workday an employee can be expected to:

(Note: Rare = 1-10% Occ.=11-33% Freq.=34-66% Cont.=67-100%)

On the Job You:	Never	Rare	Occ.	Freq.	Cont.
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach above shoulder level			X		
Crouch		X			
Kneel		X			

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Sit				X	
Push/Pull		X			

Weight limitations: Indicate frequency (Never, Occ. Freq., Cont.)

Active/lbs	0-10	11-24	25-34	35-50	51-74	75 -100	>100
Lifting	OCC.	OCC.	OCC.	RARE	RARE	RARE	RARE
Carrying	OCC.	OCC.	OCC.	RARE	RARE	RARE	RARE
Push/Pull	OCC.	OCC.	OCC.	RARE	RARE	RARE	RARE

Approved:

Elected Official/Department Head

Date

Chief Human Resources Officer

Date

History: 2/2016 newly created job description pending the creation of an Economic Development Department for the County of El Paso. 3/21/2016 – Item #16: CC discussed and approved the position and the department. This position will analyze the economic needs of the County and will make recommendations on their future department thereafter.

Received by: Print Name

Signature

Date

Department

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