

Economic Development Project Manager

Reports to: Economic Development Director

Department: Administration

Position Control No.: XXXX

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the general director of the Economic Development Director, the Project Manager performs a variety of administrative functions related to economic development. This includes managing economic development activities and projects, and preparing/implementing new policies and programs related to economic development initiatives.

The individual must possess adept skills in research, analysis, preparing reports, social media and multi-tasking. Must be high energy with the ability to work well with others and possess excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Assists the Economic Development Director with tasks related to the Texas City Economic Development Corporation including the development programs, budgets, meetings, agendas, events and marketing;
2. Assist with background research/analysis on contract development, development agreements, incentives, property acquisitions, and sales;
3. Assists in the implementation of Texas City's Strategic Plan for Economic Development, with emphasis on the development of a Business Incubator and outreach to potential users;
4. Coordinates economic development initiatives/special projects including (but not limited to) recruitment of new businesses to 6th Street, development/renovations of 6th street, Governor's Office prospect leads, Small Business Week, and special events;
5. Researches economic development issues, projects, and property sales and purchases;
6. Supports existing businesses and industry, coordinating recruitment and retention efforts and developing new campaigns/ideas for expansion;
7. Prepares content for the City's Economic Development website and associated social media outlets, facilitating external communication and engagement;
8. Assists in the development, implementation and coordination of policies and procedures in Economic Development;
9. Performs other related duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in public administration, economic development, management, business or a related field.
2. Minimum of one (1) year of previous experience in economic development preferred.
3. Must demonstrate willingness to complete Basic Economic Development Course through TEEX/TEDC within one (1) year of employment.
4. Strong verbal and written communication skills.
5. Good organizational skills.
6. Familiarity with applicable state and federal regulations.
7. Social Media experience.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date