

HIDALGO COUNTY COUNTY JUDGE'S OFFICE

Job Title: Economic Development Planner **FLSA Status:**

Dept No: **Civil Service Status:**

GENERAL STATEMENT of DUTIES and RESPONSIBILITIES:

Hidalgo County is seeking a full time staff to provide planning, data and policy analysis and community organizing around issues of regional economic development that will guide the formulation of a countywide Comprehensive Economic Development Strategy. This is a project position funded by a grant from the U.S. Department of Commerce Economic Development Administration (EDA). This position will require some work on evenings and weekends. The position is funded at 100% of an FTE with benefits for a twenty-four (24) month period starting on June 25, 2007. Continuation beyond the project period is dependent on funding. Reports to the Economic Development Director.

DUTIES and RESPONSIBILITIES:

- Specific duties and assignments will depend on the project needs specific project deadlines.
- Typically, an employee would be expected to gather existing data/research on demographic trends in Hidalgo County, develop and analyze various types of data covering a wide range of topics including population, economics, natural resources, transportation, community facilities, land use, solid waste and other governmental infrastructure matters.
- Identify and organize meetings with groups, organizations and individuals that should be at the table for economic development planning conversations in Hidalgo County.
- Conduct an analysis of strengths, weaknesses, opportunities and threats as part of the development of a comprehensive economic development strategy in Hidalgo County.
- Develop and conduct community and business surveys as required by the project.
- Develop and maintain a comprehensive list of economic development organizations/associations in Hidalgo County.
- Will work closely with local government officials, local chambers and authorities, and state agencies, as well as a variety of other groups and individuals.
- Coordinate and assist with the planning of town hall meetings, forums and other events on regional economic development issues related to the project.
- Performs any other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

EDUCATION:

- Must have a college degree in Economics, Finance, Business Administration or closely related field.
- A Master's degree in Business Administration or Public Administration is preferred but not required.

QUALIFICATIONS and EXPERIENCE

- Demonstrated policy, planning and analysis experience.
- Knowledge of economic development issues facing Hidalgo County.
- Community organizing experience.
- Demonstrated experience working with individuals and groups from diverse cultural, educational and economic backgrounds including persons for who English is not their first language.
- Strong computer skills including proficiency in MS Word, Excel, Publisher and PowerPoint, GIS mapping ability is a plus.
- Excellent writing skills.
- Good facilitation and listening skills.
- Experience with data collection and entry as well as ability to analyze and interpret data.
- Ability to think critically and to solve problems creatively.
- Flexible approaches and problem solving skills.
- Ability to work evenings and weekends.
- Ability to work both independently and as part of a team.
- Demonstrated ability to manage multiple demands and respond to requests for assistance in a timely and appropriate manner.
- Have a car, valid Texas state driver's license and car insurance. Job will include local travel within Hidalgo County.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas motor vehicle operator's license and must have liability insurance.
- Must be able to be insured by the County's Insurance carrier.

OTHER SKILLS and ABILITIES

- Ability to read, interpret, and accept documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to complete reports and answer routing correspondence;
- Ability to apply common sense understanding and direct staff in written, oral, or diagram form;
- Ability to supervise and communicate effectively with staff and the public;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- handling financial affairs effectively and honestly;
- maintaining confidentiality;
- demonstrating intellectual capabilities;

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:

Required to follow all departments' safety regulations.