

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Economic Development Coordinator
DEPARTMENT: Gonzales Economic Development Corporation

JOB CODE: Full-Time
FLSA: Non-Exempt

SUMMARY: Under general supervision of the Executive Director, the Economic Development Coordinator performs and coordinates administrative projects, focuses on business retention and expansion (BRE), and manages compliance of performance agreements, reports, and contracts. Additionally, this position is responsible for developing and implementing pro-active and effective marketing programs and assisting with the management of economic development projects to support and stimulate economic development in the city of Gonzales.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions & Other Important Duties

Essential Job Functions:

- Assists in the management of the day-to-day business of the Corporation.
- Assists in the management of economic development projects, and pre-development meetings and planning.
- Develops and maintains business development relationships with clients, brokers, consultants and allies through local, regional, national and international organizations.
- Performs activities related to workforce development, including planning job fairs and related events for business retention and expansion (BRE).
- Manages the compliance of performance agreements and creates contract compliance documents.
- Conducts follow up on performance agreements and tracks progress and payment of contract obligations.
- Obtains and reviews documentation to verify reports and performance attainment and contract compliance.
- Makes promotional and informative presentations, updates website, prepares newsletters and digital posts to market Gonzales to target audiences.
- Manages prospect data; screens and qualifies projects for drafting Proposals and Agreements; prepares and generates reports.
- Responds to inquiries and conducts follow-up with personal contact and written communications.
- Develops and maintains positive working relationships with vendors, customers, other agencies, GEDC and City staff and boards.
- Monitors Corporation's budget and project funding to ensure financial obligations are accurate and complete.
- Reviews and prepares payments for contracted services, tracks payments against contracted services and services provided.
- Prepares and submits check request to Finance Department for payment.
- Prepares, posts and distributes meetings agendas, packets, narratives, materials, attendance records

and minutes for board meetings and other meetings as assigned.

- Manages interoffice paperwork as needed between the GEDC and City Hall.
- Reconciles, consults and recommends solutions regarding funding issues and discrepancies.
- Assists the Executive Director in researching, developing and formulating the Corporation's annual budget.
- Monitors annual budget expenditures; prepares budget justifications and narratives.
- Manages monthly purchases of office supplies and other provisions for the office.
- Oversees maintenance of office records, coordinating with City Secretary regarding record retention, filing systems, protection and security of files & records and transfer/disposal according to retention schedules.
- Coordinates and ensures the maintenance and upgrading of applicable technological systems, software, applicable office equipment and/or databases in assigned area of responsibility.

Other Important Duties:

- Attends and represents the GEDC at events, functions, meetings and conferences.
- Travels to attend meetings, conferences and training.
- May be required to work extended hours, some evenings and weekends.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of public sector practices and principles.
- Knowledge of City policies and procedures.
- Knowledge of federal, state, and local laws, statutes, and regulations related to the field of public sector contracts.
- Ability to review contract documentation for discrepancies and conformance to standards.
- Ability to track funding and expenditures.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle a wide variety of tasks and projects with minimal supervision and direction.
- Ability to handle confidential information in a responsible manner.
- Proficiency in the use of computers and knowledge of computer applications including Microsoft Office: Word, Excel, PowerPoint, Publisher, and Outlook; and, Canva, and project management software, such as Monday.com, SmartSheet, Airtable.
- Successful individuals in this role usually need these traits: communication skills, strategic thinking, analytical skills, networking abilities, problem-solving skills, and adaptability.

Preferred Education, Experience, and Certifications:

- Education and experience equivalent to a Bachelor's degree in Public Administration, Organizational Management, Education, Marketing or related field, and minimum two (2) years progressive responsible experience in economic development or equivalent combination of education and experience.
- CEcD, PCED, or EDFP coursework completion or the ability to obtain the certification within seven (7) years from date of hire.
- Must pass pre-employment drug screen, criminal background check.
- Must possess valid State of Texas Class C drivers license

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.

- May be subject to exposure to extended periods of standing or sitting.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment

Equipment and Tools Utilized:

- Equipment utilized includes computer, copier, calculator, scanner, and standard office equipment, and operation of motor vehicle.

Applications for employment may be found at www.gonzales.texas.gov or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Kristina Vega at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.