

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** Economic Development Executive Director  
**DEPARTMENT:** Economic Development

**JOB CODE:** Full- Time  
**FLSA:** Exempt

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**Summary:** Under general direction, this position plans, organizes and directs Economic Development for the City by supervising the Gonzales Economic Development Corporation, strengthening the local tax base, and improving the economic environment of the community. This position directly reports to the City Manager.

*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:**

- Provide leadership to the Economic Development Corporation through collaboration with other community development organizations.
- Identify and assess funding opportunities for economic/community development growth and ensure viability of the organization.
- Develop and maintain a well-defined marketing strategy for the community.
- Develop and implement a business retention and expansion program to include regular verbal communication with business owners.
- Work to attract prospective commercial and retail development to the area.
- Identify and resolve issues and opportunities relative to existing businesses, their sustainability, and expansion
- Develop relationships and foster communication with City staff and boards of partnering entities.
- Assess the strengths and weaknesses of the community and area economy on an annual basis and develop strategies that will capitalize on the strengths and eliminate/reduce weaknesses.
- Respond to inquiries and complaints from residents, businesses, contractor, and consultants, related to economic development issues or problems.
- Assume an active role in organizations, institutions and activities within the community.
- Advise the Board of Directors on policies and activities.
- Develop and disseminate reports, planning and budget documents.
- Prepare grant applications or assist in the grant writing process.
- Develop and implement budget recommendations.
- Prepares and manages corporation agendas as directed by the Mayor, Board President and City Manager.
- Compiles supporting documents for agendas, prepares meeting minutes for approval by the Corporation and attends evening meetings of the Corporation and City Council, as needed.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of economic development practices and principles
- Knowledge of applicable City, State and Federal ordinances, laws and regulations.
- Knowledge of computers and related equipment, hardware and software
- Knowledge of state and federal economic/community development agencies and programs.
- Skill in preparing, developing and presenting information to public officials, developers, contractors, consultants and the general public.

- Skill in effective oral and written communication.

**Required Education, Experience, and Certification:**

- Bachelor's Degree in Business Administration, Public Administration or other similar field of study. or
- A minimum of 5 years' experience in community and economic development in a senior management position with a record of success in economic development projects.
- Certification in economic development is preferred.
- Must pass a post-offer pre-employment drug screening and post-offer physical exam.
- Must possess a valid State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in both internal and external environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to long hours and evening meetings.
- May be subject to repetitive motion such as typing and vision to monitor
- May be subject to bending, reaching, kneeling, and lifting (up to 50 lbs.)

**Equipment and Tools Utilized:**

- Equipment utilized includes City vehicle, personal computer, copier, calculator, fax machine and standard office equipment.