

Job Description

Job Title: Economic Development Specialist

Date: July 9, 2020

Reports To: Executive Director

Organization: Buda Economic Development Corporation

FLSA: Exempt

Supervisory Responsibilities: May supervise other staff

Salary: \$51,000 to \$75,000 / year

ABOUT THE BUDA ECONOMIC DEVELOPMENT CORPORATION (BEDC):

Established in 2001, the City of Buda 4B Corporation (“Buda Economic Development Corporation”) is a non-profit, Type B Economic Development Corporation created under sections 501, 504, and 505 of Texas Local Government Code, and is a separate legal entity from the City of Buda. The Buda Economic Development Corporation is funded through a half-cent sales tax, and its mission is to provide leadership in creating and pursuing balanced economic growth, by recruiting and retaining desirable, diverse businesses and developing infrastructure, while protecting the quality of life and natural resources in the region. The Buda Economic Development Corporation helps to grow the Buda economy by actively recruiting new retail, manufacturing, and office businesses to Buda, providing small business assistance and guidance, and working with existing Buda businesses by aiding with growth and expansion.

SUMMARY:

The Economic Development Specialist is involved in the confidential, day-to-day business operations of the Buda Economic Development Corporation and its business partners or customers. The Economic Development Specialist works under the general supervision of the Executive Director of the BEDC, with moderate latitude for the use of initiative and independent judgment. The Economic Development Specialist also assists in the creation and implementation of economic development and redevelopment programs and performance agreements, promotes and markets the City of Buda as a place to do business and expands and retains existing businesses. Upon hiring, the successful applicant will become an employee of the Buda Economic Development Corporation, not the City of Buda.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES:

Public and Government Relations- *The economic development specialist also will exercise discretion and independent judgment, subject to general supervision of Executive Director to:*

- Maintains strong relationships with local government and municipalities while collaborating with State and Community partner organizations to lead sustainable economic expansion and promote growth and advancement in the local economy;
- Implements the BEDC’s policies and projects;
- Assists with legal compliance review for economic incentive and performance agreements and BEDC projects with input from legal department;
- Ensures legal and regulatory compliance with local ordinances and state law related to economic development projects, expenditures and processes subject to approval of Executive Director;
- Attends monthly meetings for various Boards and Commissions (i.e. Downtown Merchants meeting, Small Business Coalition, Chamber luncheons, etc.) to promote the mission of the BEDC;
- Coordinates with local businesses, government entities, higher education partners and property owners to promote the purpose, mission and programs of the BEDC.

Business Retention and Expansion:

- Assists in the development of a successful Small Business Retention and Expansion Program that fosters a thriving small business ecosystem;
- Works with members or potential members on all facets of expansion projects from the initial call through project announcement. This includes, but is not limited to:
 - a) Routinely working with state and local partners and elected officials to secure incentives and address other needs and requirements for the company's project;
 - b) Assisting with a site selection or building selection when needed;
 - c) Coordinating announcement of projects based upon the needs and requirements of the businesses;
 - d) Managing relationships between the BEDC and the business
 - e) Following-up to ensure business' needs are met
- Connects businesses to resource partners who can help address identified needs;
- Assists Executive Director with all aspects of press announcements and releases;
- Designs and implements business retention strategies for local businesses and provides necessary assistance to stimulate business expansions;
- Designs and implements strategies for business development in targeted neighborhood commercial and revitalization districts;
- Provides assistance with small business development initiatives, and other economic development, redevelopment and/or capital improvement projects;
- Assists in monitoring and managing all activities that could possibly have an impact on economic development projects;
- Makes formal presentations to city staff, City Council, or outside organizations or business as necessary;
- Assists with the development and implementation of a marketing and community outreach functions in support of business retention and workforce development strategies and programs;
- Serves as a liaison and performs outreach to businesses, local government, agencies, organizations and the community; identifies opportunities to support business expansion, retention, diversification and job creation; coordinates and implements actions to improve local business economy;
- Conducts regular, on-site visits with existing businesses;
- Performs research and analysis of industry practices, trends and business development needs; prepares and communicates summaries, reports and presentations related to projects and initiatives;
- Collaborates with the Community Development department; Build and maintain knowledge and relationships with resource partners;
- Assists in the negotiations and drafting of economic development agreements; Assists with processing and reviewing all economic development incentive applications to ensure compliance with incentive guidelines;
- Uses independent judgment and exercises discretion to resolve problems/complaints of BEDC partners or incentive recipients related to economic development projects;
- Works with the Economic Development Executive Director to organize ribbon cuttings and special events. The Economic Development Specialist attends events/conferences representing Economic Development office, composes marketing articles for various publications, provides staff support to ad hoc Committees, attends trade shows, and assists with e news blasts and other written materials as requested;
- Some local/regional travel during business hours;
- Occasional evening/weekend hours; possible conference attendance.

Other Duties:

- Assist with the coordination of BEDC regular and special meetings and public notice hearings in compliance with state laws including the Texas Open Meetings Act;
- Attends BEDC Board Meetings and City of Buda Council meetings as assigned;
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:**Minimum Qualifications:**

- Bachelor's Degree from an accredited college or university in Real Estate, Business Administration, Finance, Public Administration, or directly related field
- Five (5) years of related experience in economic development planning, or redevelopment; including specific experience in business attraction, commercial real estate, or land use planning and site election and permitting assistance.
- Two (2) years of professional business retention and/or recruitment experience
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

REQUIRED LICENSE AND CERTIFICATIONS:

Current State of Texas Class 'C' Driver's License required

Basic Economic Development Class Certificate – within 1 year of start date

LANGUAGE SKILLS:

Ability to develop and maintain good personal and effective working relationships with others, including County, State, and Federal agencies, other employees, civic groups, City of Buda and BEDC staff, BEDC Board of Directors, City Councilmembers, and the public. Ability to clearly and effectively communicate both verbally and in writing.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of regulations and procedures concerning economic development, and statistics and mathematics applicable to economic analysis.
- Knowledge of business attraction and retention programs.
- Knowledge of small business loan packaging and counseling.
- Knowledge of methods and sources used in analyzing local economic trends and industry trends.
- Knowledge of Federal, State and other resources for economic development and business assistance.
- Knowledge of local land use development practices, zoning and policies, including a thorough knowledge of state and federal economic development programs.
- Ability to use financial analysis techniques such as liquidity tests, debt coverage, cash-flow analysis and capitalization analysis.
- Ability to organize work, set priorities and exercise sound, independent judgment that is consistent with BEDC policy and established guidelines.
- Ability to work effectively with a wide range of people, including but not limited to, business leaders, developers, financial institutions, citizen groups, outside agencies, interdepartmental staff and brokers.
- Ability to creatively solve problems and to establish and maintain a positive customer service attitude.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to supervise the work of professional and administrative staff and consultants.
- Skilled in public and interpersonal relations in a group setting or in a one-to-one situation.

- Basic computer and office equipment operation; Microsoft Office Programs; Proficiency in Microsoft Outlook; SharePoint
- Communicate clearly and concisely, verbally, and in writing
- Exceptional organizational skills- including managing workflow and juggling priorities
- Data collection, research, and report preparation
- Pertinent federal, state, and local laws, codes, and regulations
- Prepare comprehensive reports, documents, and correspondence
- Analyze problems, identify alternative solutions, and recommend conclusions
- Knowledge of City planning procedures related to economic development.
- Knowledge of various City policies and procedures that impact individual businesses, including the permit and license system, zoning regulations, provision of municipal services such as Police and Fire, etc.
- Ability to respond rapidly to reasonable requests for business assistance through the coordination and packaging of various BEDC programs and resources.
- Working knowledge of industrial, demographic, infrastructure, government, and quality of life issues as they relate to business decisions for expansion.
- Demonstrated knowledge/experience of the resources and tools for identifying and compiling high quality information, research, and analysis regarding variables or issues related to business decision-making.
- Good working knowledge of business development initiatives.
- Good time management skills with flexible attitude and ability to handle multiple projects with short deadlines and exercise initiative.
- Ability to exercise confidentiality.

WORK ENVIRONMENT/ADA: While performing the duties of this job, the employee is regularly required to sit for long of periods of time performing repetitive functions. Some of these functions include: filing, typing prescribed words per minute accurately, sitting at desk and viewing display screen for extended periods of time. Travel may be required to various locations and participate in meetings to conduct BEDC business during day, evening and weekend hours.

PHYSICAL DEMANDS:

Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

WORK SCHEDULE:

Regular organizational business hours are Monday-Thursday 8 a.m. - 5 p.m. and Friday 8 a.m. – 4 p.m. However, exempt employees may utilize a flexible schedule subject to the approval of their supervisor and the business and operational needs of the organization. This position will be required to work some evening and weekend meeting/events as requested.

Buda Economic Development Corporation is an Equal Opportunity Employer. This job description is intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and actions may change at any time without prior notice.

HOW TO APPLY: Please submit a cover letter and resume to traci@budaedc.com.