



VACANCY ANNOUNCEMENT

Hitchcock Economic Development Corporation is accepting applications for the position of Economic Development Director. Hitchcock has a population of 7,900 residents spread over 71 square miles and is conveniently located between the City of Houston and the Island of Galveston on the Texas Gulf Coast.

An Employment Application and Background Release Form may be downloaded online at www.cityofhitchcock.org. Submit a cover letter, resume, and five (5) professional references and completed Employment Application and Background Release form to City Manager, City of Hitchcock, 7423 Highway 6, P.O. Box 48, Hitchcock, Texas 77563 or by email to mgelles@cityofhitchcock.org. You may also obtain an application packet at City Hall and mail your documents to the City Manager, City of Hitchcock, P.O. Box 48, Hitchcock Texas; or fax to 409-986-6903.

Date: June 9, 2023

Job Title: Economic Development Director

FLSA: Exempt

Salary Range: \$69,326.40 - \$97,052.80, DOQ

Status: Full-Time

Applications Accepted: Open Until Filled – First round of review will be July 7, 2023

The Executive Director oversees the execution, planning, coordination, and implementation of an economic development strategy set up by the Hitchcock Economic Development Corporation (HEDC) Board.

The Executive Director will target development opportunities to attract new businesses, coordinate redevelopment of existing businesses, promote business retention and expansion, and advance programs to promote economic growth within the City of Hitchcock. The HEDC's goal is to work with all the City of Hitchcock, Hitchcock Chamber of Commerce, and the Hitchcock Independent School District to develop a shared goal and objectives for the betterment of Hitchcock.

ESSENTIAL JOB FUNCTIONS:

*Assist in the development, management and promotion of community-based economic development projects and activities.

*Recommend and assist in the implementation of city goals and objectives related to economic development activities and programs.

*The recruitment of retailers, restaurants, and sales tax generating businesses for the development of commercial tax generating properties within the city limits.

*Research and develop long-term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives and economic impact.

*Provide leadership in developing community based economic development partnerships and organizations and in providing technical assistance to the same.

*Oversee comprehensive research program including, but not limited to, economic and community data, business trends and inventory of sites and buildings for commercial and industrial use within the City of Hitchcock.

*Prepare economic development policy and implementation proposals, consult with appropriate City staff to assure compliance of policies and proposals with City codes, ordinances, and regulations.

Participate In preparation and administration of the economic development program budget; develop budgetary plans and controls to facilitate economic development within the:

*Review and monitor legislative proposals which could impact economic development and advise the City Manager accordingly.

*Position requires a flexible work schedule to include evening hours, weekends, and holidays.

ADDITIONAL JOB FUNCTIONS:

Attend and participate in professional group meetings while remaining abreast of new trends and innovations in the field of economic development and commercial real estate.

May be required to push, pull, lift, and/or carry up to 20 pounds and perform such other related duties as required.

The above job-related descriptions indicate the general nature and level of work performed by employees in this position. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job of Executive Director.

EDUCATION* DEGREE, CERTIFICATES AND/OR LICENSE:

Bachelor's degree in public administration, Business Administration, Economics, Urban Planning or Marketing, or a closely related field is required, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities for the candidate to successfully perform assigned duties.

Master's Degree in same related fields as (noted in) bachelor's degree above is desirable.

Certified Economic Developer professional designation is preferred.

EXPERIENCE TRAINING KNOWLEDGE AND SKILLS:

Knowledge of economic development principles, practices, and procedures and of federal and state programs available for economic development.

Three to five years of progressively responsible paid work experience in economic development, marketing, or a closely related field is desirable.

Knowledge of general business principles, certified economic development, entrepreneurship, and basic grant development techniques.

Considerable knowledge of the standard practices in the fields of local government, management, budgeting, and accounting.

Knowledge of Community Development Block Grant (CDBG) regulations as they relate to economic development policies and procedures.

ADDITIONAL SKILLS DESIRED INCLUDE:

Ability to formulate goals, identify needs, and develop and implement strategies.

Ability to formulate grant applications and interpret grant contracts.

Fluency in Spanish is a PLUS; additional language skills would be beneficial.

Ability to establish and maintain effective working relationships with the City of Hitchcock, the Hitchcock Chamber of Commerce, the Hitchcock Independent School District, along with local businesses and the public.