

Job Description
Economic Development Specialist

Department: Workforce & Economic Development
FLSA Status: Exempt
Reports To: Community Services Manager
Supervises: N/A
Travel: 10% within the 14-county region
On Call: N/A
DATE: March 25, 2019

Job Purpose: Assist the East Texas Council of Governments (ETCOG) jurisdictions in the development and execution of plans and programs relating to Community and Economic Development, grant and contract management with government agencies and private consultants, and research for supplemental funding sources and grants for program activities. Addresses environmental aspects of Economic Development such as Solid Waste and Air Quality, representing East Texas at the regional level. Assists with ETCOG Home program initiatives as directed by the Housing program manager and team. Oversee the daily operations of the Community Loan Center (CLC) program of East Texas.

Essential Job Results:

% of Time	Results Expected and Duties Performed
40%	<p>Ensure regional Economic Development services, initiatives and projects are coordinated and supported throughout ETCOG’s 14-county region by seeking funding from corporate, governmental and individual grant opportunities; performing research and analysis for special non-grant related projects to include analysis of financial impact and cost benefit, best practices and statistical and demographic analysis related to the project; using raw census data for research and statistics for various grant applications; conducting comprehensive studies, surveys and other evaluative processes to analyze existing and proposed economic solutions; providing a continuity of statistics throughout the ETCOG region by conducting base studies and analyses of the region’s geographic, population, and economic characteristics; ensuring resources for community development are allocated appropriately throughout the region by attending meetings, scoring Community Development Block Grant (CDBG) applications and assisting with community outreach events; assisting with the transition from Regional Review Committee (RRC) administration to CDBG grant writing for ETCOG jurisdictions; conducting site visits; researching grants for ETCOG programs and providing analysis to other divisions within ETCOG, writing grants for customers as needed, ensuring grant proposals are applied for and submitted on behalf of ETCOG customers; assisting with other duties as assigned.</p>
10%	<p>Support regional efforts to manage solid waste disposal, improve air quality and comply with state and federal requirements by working closely with the Community Services Manager and attending meetings, assisting with compilation of scoring materials and with mailings and communications.</p>

25%	Assist the Housing Program Manager with the Home Program initiative to ensure awareness of services offered throughout the ETCOG region by providing support for the Home Disaster Funds Program and the General Home Program; researching and analyzing other similar programs to attain success for ETCOG; researching and developing funding streams to secure grants from state and federal resources; assisting with application intake, procurements and environmental reports; maintaining accurate documentation and accountability for program files; reporting data and financial drawdowns to the appropriate entities.
25%	Ensure program delivery, compliance and understanding of the CLC program by monitoring the software weekly to prevent problems that may arise; creating and maintaining an active list of eligible participating employers; training participating employers and borrowers on using the software to apply for loans and understanding the program parameters; reconciling of employer pay periods and credit reporting; sharing responsibility to market the CLC program to potential customers throughout the region.

Required behaviors for all positions:

- Communicate with co-workers, management, customers, vendors, and others in a courteous and professional manner
- Conform with and abide by all company codes, regulations, policies, work procedures and instructions
- Embrace ETCOG’s Vision, Mission and Purpose
- Demonstrate the values and principles set forth in the **Customer Service Creed** in all interactions with all individuals, both within ETCOG and when dealing with those we serve
- Regular attendance

Qualifications:

Education: High School Diploma or equivalent required; Bachelor’s degree in Business Administration, Public Administration, or related field of study preferred.

Experience: Minimum 3 years prior related experience in grant writing and research, public relations skills and knowledge of government programs preferred. Experience in a banking environment with the ability to serve customers and reconcile accounts preferred. Combination of education and experience will be considered.

Skills and Abilities: Excellent verbal and written communication skills; excellent writing and research abilities; the ability to establish and maintain effective working relationships; the ability to multi-task and prioritize work; meet deadlines; analytical and critical thinking skills are needed; high level of customer service skills required; excellent interpersonal skills and ability to interact with all levels of staff, elected officials and the public.

Other: Valid driver’s license and a safe driving record.

Office Equipment and Software: Computer, telephone, scanner, copier, printer; MS Office programs (i.e. MS Word, MS Excel, MS PowerPoint, MS Outlook)

Decision Making: May make some alterations when following established procedures. Develop options by which work can be accomplished. Select specific steps from established options.

Interpersonal Communication: Internal customers at all levels; regular interaction with political officials, Board Members, various State agencies, the general public, and the business community.

Confidential and Sensitive Information: Access to or knowledge of upcoming projects for cities or counties that have not been released to the public.

Scope of Financial Responsibility: None

Working Conditions:

Potentially Hazardous Conditions:

<i>Condition</i>	<i>How often encountered (daily, weekly, monthly)?</i>
Travel by automobile to locations throughout 14 County Region; occasionally outside of region.	Monthly

Environmental Conditions (noise, temperature extremes, etc.):

<i>Condition</i>	<i>How often encountered (daily, weekly, monthly)?</i>
Temperature extremes associated with traveling; heat, cold, wind and rain	Weekly

Physical Exertion:

<i>Exertion (list specific examples)</i>	<i>How often (hourly daily, weekly, monthly)?</i>
Organization of office space and materials	Weekly
Carrying or moving office equipment	Monthly
Lifting & collating agenda packets	Monthly

Physical Demands:

<i>Physical Activity</i>	<i>Lifting or Exerting</i>	<i>Vision Requirements</i>
Standing 5%	Up to 10 lbs. 10%	Close Vision 60%
Walking 5%	Up to 25 lbs. 5%	Distance 10%

Sitting	75%	Up to 50 lbs.	0%	Color	10%
Fingering/Handling	80%	Up to 100 lbs.	0%	Peripheral	5%
Reaching or Climbing	5%	Depth Perception	5%	Adjust Focus	5%
Stooping or Crawling	5%	Talking or Hearing	90%		

Supervisory Responsibility, if applicable:

Approximate Number of employees supervised: N/A

Approvals:

Supervisor/Manager:

(Print Name) (Signature) (Date)

Human Resources:

(Print Name) (Signature) (Date)

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee Receipt and acknowledgment:

(Print Name) (Signature) (Date)