

## **ECONOMIC DEVELOPMENT COORDINATOR**

Under general supervision of City Manager, the Economic Development Coordinator is responsible for developing and implementing local and external marketing and communication activities to promote and facilitate the attraction, retention, expansion and formation of businesses in the City of Ennis.

Responsible for conducting surveys and researching economic trends, demographic trends, infrastructures, etc, in order to effectively promote the economic opportunities available in the City of Ennis. Promotes economic opportunities through preparation and distribution of promotional material as well as through interaction with business and other interested parties. Visits out of town business prospects, and promotes relocation and expansion opportunities as appropriate. Coordinates exchange of information related to economic development with the Chamber of Commerce, community interest groups, and governmental agencies such as the Governor's Office of Economic Development and other groups specifically concerned with economic development including commercial property management firms, and the realtor community. Ability to identify at-risk businesses and retention/expansion opportunities. Will travel to attend meetings, conferences, and events; may be required to work extended hours, evenings, and weekends. Must possess exceptional oral presentation, written communication and negotiation skills; will serve as a member on various committees and speak as a City representative before public group. Must have advanced computer skills which include Microsoft Office, Word, Excel, and PowerPoint and will be responsible for maintaining and updating information on the City of Ennis and Economic Development website. Must be knowledgeable of the Open Meeting Act, Open Records Act, Records Retention Act, 4B Economic Development Sales Tax Legislation, and other pertinent Federal, State and Local Laws, Codes and Regulations relating to general governmental management and economic development.

Bachelor's degree from an accredited four year college or university in economic development, public or business administration, marketing, economics or closely related field or equivalent combination of education and experience is required. Must possess a valid State of Texas Drivers License.

Qualified individuals may obtain an employment application at the City of Ennis, 115 West Brown Street or on-line at [www.ennis-texas.com](http://www.ennis-texas.com) . Completed applications and resumes may be mailed or delivered to attention Human Resources Department or sent to [DianeK@ennis-texas.com](mailto:DianeK@ennis-texas.com) . Job posting will remain open until the position is filled.



**\*\*AN EQUAL OPPORTUNITY EMPLOYER\*\***

**AND**

**DRUG FREE WORKPLACE**