



Rio Grande Council of Governments Job Description

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| Title: | Economic and Business Development Coordinator | FLSA Classification: | Exempt |
| Division: | Regional Services | Class No.: | 406 |
| | | Pay Group: | 8 |

Summary of Position

Responsible for administering the Economic Development Administration (EDA) planning program and the Texas Department of Agriculture's Community Development Block Grant program (TxCDBG) on behalf of the Rio Grande Council of Governments (RGCOG). Responsible for rural business development and retention on behalf of Workforce Solutions Borderplex (WSB). This position is jointly funded by RGCOG/WSB and is intended to provide economic development, and business and workforce development support the multi-county region (Brewster, Culberson, Hudspeth, Jeff Davis and Presidio County).

Organizational Relationships

Reports to: Regional Services Director
Directs: This is a non-supervisory position
Other: Has frequent contact with program committees of the Rio Grande Council of Governments (RGCOG), local governments, government agencies, elected officials, organizations, vendors, private businesses, Council of Governments and WSB staff.

Scope of Work

Essential Duties (EDA):

- Maintains, updates and monitors the implementation of the Comprehensive Economic Development Strategy document;
- Provides economic development planning with other economic development entities such as chambers of commerce, business associations, local and state government economic development departments and EDA-funded entities; and
- Provides staff support to develop and monitor projects that will increase economic opportunities within the West Texas Economic Development District (WTEDD).

Essential Duties (TxCDBG):

- Provides administrative assistance regarding the TxCDBG selection process to include assisting with the updating of the Regional Review Committee's Guidebook, notifying all eligible applicants regarding TxCDBG's objective scoring procedures and tabulating scores from eligible applications; and
- Facilitates TxCDBG related meetings that educate, inform, or train regarding the TxCDBG program and furthers the interests of community and economic development of TxCDBG eligible localities in the region.

Essential Duties pertaining to all RGCOG Programs:

- Provides staff support to the West Texas Economic Development District Committee, Regional Review Committee, and schedules and facilitates meetings for all programs;
- Responds to information requests from local governments, regulatory agencies and the general public;
- Attends meetings and conferences as required;
- May be required to travel frequently within the multi-county region and the State of Texas;
- Makes presentations to the RGCOG's Board of Directors; and

- Performs other duties assigned by the Regional Services Director.

Essential Duties (WSB) Reports to Rural Business Division of the WSB

- Serves as a representative of WSB and liaison to the WSB's partner economic development organizations to support business recruitment, retention and expansion efforts. Involves promoting and strengthening partnerships with rural communities through educational, business and economic development efforts;
- Represents WSB at community events and other functions as assigned;
- Provides assistance to businesses and local governments with Texas Workforce Commission/WSB business services programs and funding, and how to connect businesses with career centers to post jobs and recruit for vacancies;
- Assists and promotes the WSB's business retention and expansion activities related to one or more of the targeted industry segments;
- Assists in planning, developing, coordinating, and administering business outreach action items for business recruitment, retention and expansion efforts;
- Oversees and coordinates the input of information into TWC automated database systems;
- Develops and maintains follow-up with businesses to ensure service delivery objectives;
- Supports the Business Services Team on collaborative efforts with outside partner organizations to support business recruitment, retention and expansion efforts;
- Assists in addressing business community concerns; provides professional level business development services and assistance to the business community;
- Assists with the preparation and management of project and program budgets and makes recommendations as necessary;
- Supports the workforce needs of regional businesses that will involve helping businesses recruit and register in Work in Texas (WIT), as well as be the link between the career centers and workforce development needs for the area;
- Acts as a liaison and expeditor between various government agencies and departments and private business, industry and development representatives;
- Schedules and facilitates meetings which includes preparing reports and making presentations;
- Attends meetings and conferences as required; and
- May be required to travel frequently within the multi-county region and the State of Texas.

Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions and any potential building hazards or faults in accordance with Rio Grande Councils of Governments policies and procedures.

Qualifications:

A Master's degree in public administration, political science, or a related field with two years of experience in local, state or federal government programs;

Or a Bachelor's degree in public administration, political science, or a related field with four years of experience in local, state or federal government programs;

Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Must pass a background investigation.

Knowledge of:

- Local, state and federal laws and regulations as they pertain to all aforementioned programs;
- Budgeting and grants administration practices and procedures;

- Planning and program development;
- Research and statistical analysis;
- Current economic development, demographic and market trends in the multi-county region;
- The needs of the local business community and various business entities within the multi-county region;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation and spelling;
- The practices of modern office procedures; and
- Microsoft Windows operating systems and Microsoft Office products such as: Outlook, Excel and Word.

Skills

- Establish and maintain effective working relationships with elected officials, regulatory agencies, and the general public as it relates to all programs mentioned;
- Be organized, efficient, and detail oriented;
- Strong project management and implementation skills; and
- Strong writing and oral skills.

Abilities

- Work independently;
- Identify available resources;
- Participate in program planning, including providing support and technical assistance;
- Provide clear, concise oral and written communication;
- Follow oral and written instructions;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines;
- Schedule and hold meetings, to include preparing reports and making presentations and
- Develop reasonable proficiency with all job functions and office equipment.

Each and every position at the RGCOG/WSB requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies and vendors;
- Maintain strict confidentiality; and
- Project positive support of their division and the organization at all times.

Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods of time, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting and field work

Job Location: Marfa, Texas

Equipment: computer, typewriter, copy machine, fax machine and other office equipment related to job performance

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills and requirements and is subject to change at the discretion of the Rio Grande Council of Governments and Workforce Solutions Borderplex.

**In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*