



Rio Grande Council of Governments Job Description

Title:	Economic Development Coordinator	FLSA Classification:	Exempt
Division:	Regional Services	Class No.:	412
		Pay Group:	7

PLEASE NOTE: This position is a temporary full-time position for 6 months

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). This is intended to provide economic development to the 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, and Council of Governments.

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.

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 Bachelor’s degree in public administration, political science, business or a related field with two 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;
- 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; 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 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.

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