

Mt. Vernon – Economic Development Director

Job Description: The City of Mount Vernon is seeking an experienced, personable, dynamic, team oriented Economic Director who will be responsible for the day-to-day operation of the that department, under the direction of the City Administrator of .Mt. Vernon is a Type A General Law City with 2,662 citizens, located 100 miles east of Dallas on I-30.

Qualifications: Minimum of five years experience in Economic Development and/or a Bachelor's degree. Demonstrated economic development, historical preservation, strategic planning, and budgeting skills are essential along with strong leadership, communications, necessary technology skills and facilitation skills. Experience with Economic Development Institute would be a plus. Salary up to \$60,000.00, plus benefits. Interested applicants should send resume with salary history to City of Mount Vernon, PO Box 597, Mount Vernon, Texas 75457 or cityadm@comvtx.com

Mount Vernon EDC Executive Director – Hiring Criteria

I. Administration

- a. Maintains/directs a seven-director economic development board.
- b. Prepares for monthly meetings, ensures all necessary business items are thoroughly discussed, and documents minutes/agendas, including audio recordings and public notices.
- c. Ensures all practices, policies, and procedures are aligned with EDC state/federal laws and guidelines.

II. Business Recruitment

- a. Strategically plans for business growth, including recruiting new businesses, community assets, and development of strategies to further community development.
- b. Prepare/compile RFPs and business recruitment materials for prospective clients interested in the community.
- c. Assess business applicant's potential economic impact on the community and develop incentive packages to reflect those assessments.
- d. Create incentive programs to align with the present economic goals and revise existing programs as necessary in furtherment of business growth.
- e. Execute existing plans/strategies of the EDC and City Council, while supporting/promoting endeavors of sister organizations such as Main Street, Chamber of Commerce, and Industrial Foundation.

III. Business Retention/Expansion

- a. Retain existing retail/industry in the community and analyze the community needs that will further their future growth/success.
- b. Identify and encourage business leaders in the community to promote continued investment/expansion.
- c. Actively monitor community businesses as to the current state of business and customer counts.
- d. Work with City Council to identify/promote infrastructure needs that serve to make existing businesses more economically viable.
- e. Improve the overall quality of life within the community through analysis/investment in infrastructure, parks, and housing conditions.

IV. Communication/Marketing

- a. Offer economic-related updates to the board on a weekly basis, culminating in analysis/action taken on feasible projects at monthly meetings.
- b. Coordinate with civic and community organizations to present a united front and harmonize recruitment/retention strategies.
- c. Identify and encourage business leaders in the community to promote continued growth and investment through constant communication and networking.
- d. Maintain the EDC website through daily updates, including promotion of social media pages promoting community businesses and events.

V. Training & Education

- a. Promote/administered the EDC Scholarship program to promote enrollment in trade schools and investment in our youth.
- b. Attend meetings/seminars at civic organizations and educational classes to further knowledge of Type B EDCs, business recruitment techniques, and grant opportunities.
- c. Educate the public as to the EDC role/opportunities through local meetings and presentations.