

PAY CODE: HOURLY

## WHARTON ECONOMIC DEVELOPMENT CORPORATION

### Economic Development Coordinator

Wharton Economic Development Corporation (Wharton EDC) is seeking a dynamic individual interested in pursuing a career in rural economic development. Wharton EDC is an organization focused on growing the community and is seeking a professional that is willing to grow with the organization. Wharton EDC recruits manufacturers, expands infrastructure, supports businesses and entrepreneurs, develops the workforce, and revitalizes the downtown; the economic development coordinator will provide administrative and programmatic support to these efforts.

*Class specifications are intended to present a descriptive list of the range of duties performed by the employee. Specifications are not intended to reflect all duties performed within the job.*

**Wage Range: \$17-27 hourly, depending on experience**

### **DEFINITION**

Assist with economic development efforts, including targeting new businesses and retaining and expanding existing businesses. Assist in necessary research, marketing and coordination of necessary programs to enhance economic development and job growth within the area. Represent the Executive Director of the Wharton Economic Development Corporation Wharton EDC and act as a liaison with various public and private entities and organizations, as well as the public. To perform a variety of highly responsible, confidential and complex administrative duties for the Executive Director, organize and attend meetings; conduct research, surveys, and analysis of information.

### **SUPERVISION REVIVED AND EXERCISED**

Receives direction from the Executive Director.

May exercise functional and technical supervision over other support staff.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential duties and responsibilities:**

1. To carry out the business of the City of Wharton's economic development for Wharton EDC.

2. To attend meetings and prepare all supporting documentation for the regular and special meetings of the Board of Directors and committees of Wharton EDC, including: notices, preparing agendas, making physical arrangements for the meetings, keeping the minutes of the meetings disseminating information to the Board of Directors and committees and other necessary managerial proceedings connected with such meetings.
3. To handle the corporate matters of Wharton EDC, including procedures and correspondence regarding charter, by-laws, the corporate books, minute books, resolutions, filings, and other pertinent corporate procedures and records.
4. To carry out the day-to-day business of Wharton EDC as directed by the decisions and policies of the Officers and Board of Directors.
5. To keep files and records for Wharton EDC, including routine record keeping and filing; keeping records of items transferred to custodians and fiduciaries, keeping records of Wharton EDC finances, keeping records of all contracts, agreements, correspondence, pending matters, and other records of Wharton EDC.
6. To provide supporting documents and assist in the preparation of Wharton EDC's Annual Financial Audits.
7. To assist the Executive Director in the negotiation and execution of relations and transactions between the Board of Directors of Wharton EDC and investment advisors, investment managers, insurance agents, accountants, custodians, fiduciaries, attorneys, and all other professionals and vendors of products and services to Wharton EDC.
8. To provide receipt and timely response to all notices, claims, demands, requests and other relations with public and private entities.
9. To handle the public relations and promotion of good will for Wharton EDC and its Directors, and to promote the best interests of Wharton EDC and its Directors with other public and private entities.
10. To maintain records of the real and personal properties and assets of Wharton EDC, paying of taxes and expenses, and general management of such properties in accordance with policy and direction of the Board of Directors.
11. To provide such oral and/or written reports, and at such times, as the Board of Directors may from time to time require.
12. To arrange for and maintain all licenses, permits, dues, filings, trade, and professional relationships and other necessary relationships with other bodies and persons.

13. To do and provide all other customary managerial, and economic development professional actions for Wharton EDC, and assist in the implementation of Wharton EDC's strategic planning goals.
14. To represent Wharton EDC and the Executive Director, act as a liaison and provide information as appropriate, answer questions and provide information to public and private parties regarding Wharton EDC's economic development efforts; refer inquiries as appropriate.
15. To participate and assist in the administration of the Executive Director's office, recommend and evaluate organizational procedural changes; prepare comprehensive administrative reports, and manuals for various economic development projects.
16. To assist in a variety of office operations; perform special projects and assignments as requested and independently compose, compile and prepare correspondence, reports and related documents as assigned.
17. To coordinate a wide variety of special events; oversee, coordinate and direct various activities including receptions and community functions; ensure that scheduled activities run smoothly in the absence of the Executive Director.
18. To participate in the administrative duties related to the Executive Director's Office; conduct research, surveys and analysis supporting the preparation of various comprehensive reports and programs.
19. To serve as coordinator for a variety of administrative projects such as Corporate Operations and Policy, Public Hearing and Budget Preparation, End of Month and Annual Reports, Accounts Receivable and Payable, Management of Sensitive Documents, Maintenance of Corporate Records, Program implementations, Requests for Proposals.
20. To provide assistance to the Executive Director in planning and implementing new systems and procedures.
21. To aid the Executive Director in the preparation and maintenance of Wharton EDC budgets, including day-to-day oversight of Wharton EDC business activities.
22. To type and proofread a wide variety of complex and confidential reports, letters, ordinances, contracts, financial data, memoranda and statistical charts; type, assemble and distribute reports, manuals, and other materials for the Executive Director.

23. To Assist in training support staff which enhances office performance.

24. To perform related duties and responsibilities as required, not limited to ordering, and maintaining office supplies for the Wharton EDC Office.

## **Qualifications**

### **Knowledge of:**

- Economic Development policy and procedures
- Accountancy Software (QuickBooks experience preferred)
- Preparation of Financial Reports
- Preparation and administration of Performance Agreements
- Customer relations software
- Modern office procedures, methods and computer equipment (Microsoft Office Suite knowledge required)
- Principles and procedures of filing and record preparation
- Appropriate protocol in dealing with sensitive and confidential matters
- Written and interpersonal communication
- Research techniques and various sources of information
- Pertinent federal, state, and local laws, codes and regulations

### **Ability to:**

Independently perform difficult administrative support services

Explain, and implement applicable, policies and procedures

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative

Independently prepare correspondence, memoranda, and technical reports

Oversee the work of others

Manage time during the normal workday to complete projects and avoid distractions

Operate and use modern office equipment including a computer and various software packages

Update the Corporate Web Site as needed

Post information, announcements, events and activities on social media such as Facebook, etc.

Plan, organize and schedule office projects and assigned projects

Perform basic bookkeeping and accounting functions

Organize and maintain complex and confidential records and files

Communicate clearly and concisely, both orally and in writing

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office environment utilizing computers; subject to high levels of public contact and frequent interruptions.

**Physical Conditions:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking, standing or sitting for extended periods of time
- Operating assigned equipment
- Lifting at a light to moderate level.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing large quantities of material
- Operating assigned equipment
- Communicating with others.

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Dealing with deadlines
- Analysis of statistical data
- Handling difficult and sensitive matters
- Dealing effectively with a high level of public contact.

**Experience and Training Guidelines**

**Experience:**

One to two years of professional experience, with municipal or public sector experience preferred.

**Training:**

Ability to complete within six months of hire date: 4B Sales Tax Training. Ability to complete within twelve months of hire date: Basic Economic Development Course.

Possession or acquisition within three months of an appropriate Notary Public Certificate in the State of Texas. Possession of a valid State of Texas Driver's License.