



## JOB DESCRIPTION

Effective Date: \_\_\_\_\_



Title:	<b>Co-Executive Director - ECDC</b>	FLSA Status:	Contract
Department:	Everman Community Development Corporation	Essential Status:	Contract
Division:		Pay Grade:	Contract
Reports to:	ECDC Board of Directors		

### **BRIEF DESCRIPTION:**

Under a contractual arrangement established by Interlocal Agreement between the City of Everman and the Everman Community Development Corporation (ECDC), the City Manager and Assistant City Manager shall jointly serve as Co-Executive Directors of the Corporation. This leadership structure ensures consistent, professional oversight of the Corporation's operations while promoting alignment with the City's strategic priorities. The Co-Executive Directors are responsible for supporting the ECDC Board, managing economic development initiatives, and advancing projects that enhance Everman's economic vitality and community well-being.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: ECDC Board of Directors
2. Directs:
3. Other: Will work with all public safety personnel, city employees, and general public. Will also coordinate with chief administrative and command level officers of various other public safety entities.

### **GENERAL STATEMENT:**

This position is a critical, executive level position. This position shall supervise and direct all within the ECDC in all phases of operations of services.

### **ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:**

Under the direction of the ECDC Board of Directors and in coordination with City leadership, the Co-Executive Directors shall:

- Provide strategic leadership and administrative support for the ECDC's operations, programs, and initiatives.
- Coordinate and execute the Corporation's Strategic Plan, marketing campaigns, and capital project priorities.
- Serve as liaisons to the business community, development partners, regional economic organizations, and public stakeholders.
- Prepare and manage Board meeting agendas, minutes, financial reports, and annual performance metrics.
- Oversee the preparation of budgets, audits, and expenditure tracking in collaboration with the City's Finance Department.
- Monitor compliance with applicable state laws governing Type B Corporations, including provisions of the Texas Local Government Code.
- Lead public outreach and communication efforts on behalf of the ECDC, including participation in community forums and regional initiatives.



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- Ensure seamless coordination between ECDC programs and related City departments, including Planning, Finance, and Public Works.

### QUALIFICATIONS

This contractual assignment is fulfilled by individuals currently holding the following positions:

- City Manager, City of Everman
  - Assistant City Manager, City of Everman
- Collectively, these individuals bring:
- Extensive experience in municipal administration, economic development, capital project management, and intergovernmental relations.
  - Knowledge of economic development strategies, funding mechanisms, and regulatory compliance requirements under Texas law.
  - Demonstrated success in stakeholder engagement, strategic planning, and public-private partnership facilitation.

### TERMS AND CONDITIONS

- This assignment is governed by the terms of a formal Interlocal Agreement between the City of Everman and the ECDC.
- The Co-Executive Directors shall serve at the discretion of the ECDC Board and in accordance with the provisions set forth in the agreement.
- Compensation for services rendered shall be addressed within the Interlocal Agreement, including any cost-sharing, reimbursement, or administrative overhead between the City and the ECDC.

### SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy.

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Signature of Employee

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Date