

CITY OF MONTGOMERY, TEXAS - Job Description – ECONOMIC DEVELOPMENT DIRECTOR

November 21, 2023

Identification:

Position Title: Economic Development Director
Department: Administration/MEDC
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: Full time \$75,000 - \$95,000

Montgomery is a thriving community rich in history nestled within the rapidly growing far-northwest Houston metro region. With a rapidly growing population of roughly 2,500 and a strategic location between Houston and Bryan-College Station, Montgomery is poised for economic expansion and development. We are seeking a dynamic and visionary Economic Development Director to lead our efforts in harnessing the city's potential for sustainable growth and prosperity.

SUMMARY:

The Economic Development Director is a key leadership position responsible for developing, implementing, and managing strategies to promote economic growth and enhance the overall quality of life in Montgomery. Working on behalf of the Montgomery Economic Development Corporation, the Economic Development Director will advance collaboration between the MEDC, local businesses, and community stakeholders to drive initiatives that attract new businesses, retain and expand existing businesses, and foster a vibrant economic ecosystem.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Economic Development Director: Serves at the direction of the MEDC Board of Directors under the supervision of the City Administrator. Organizationally aligned with Department Directors, the Economic Development Director administers all aspects of the MEDC including meeting agenda preparation and budget development and oversight.
- Economic Development Strategy: Develop and execute a comprehensive economic development strategy that aligns with the city's long-term goals and objectives. Gather and analyze economic data and trends to inform decision-making and track the progress of economic development efforts.
- Business Attraction and Retention: Identify and engage potential businesses and industries for investment in Montgomery. Cultivate relationships with existing businesses to promote retention and expansion.
- Infrastructure and Site Development: Collaborate with public and private partners to ensure that infrastructure and available sites are conducive to business growth and development.

- **Workforce Development:** Partner with educational institutions and workforce agencies to address skill gaps and create a skilled local workforce that meets the needs of current and prospective businesses.
- **Incentive Programs:** Design and administer incentive programs to attract and retain businesses, including tax incentives, grants, and subsidies, in accordance with city policies.
- **Community Engagement:** Foster community support and involvement in economic development efforts through public outreach, education, and engagement initiatives.
- **Grant and Funding Management:** Seek out and secure grants, funding, and other financial resources to support economic development projects and initiatives.
- **Marketing and Promotion:** Develop marketing campaigns and materials to promote Montgomery as an attractive destination for businesses and investors.
- **Policy Advocacy:** Collaborate with city officials and stakeholders to advocate for policies that promote economic growth and remove barriers to development.
- **MEDC Board Communication:** Keep the Board informed through meeting presentations and direct communications on various initiatives. Works closely with the City Administrator to develop a work plan to accomplish MEDC objectives.
- Attends and administers MEDC meetings along with other city meetings as required.
- Other duties as assigned.
- Will be required to work occasional extended hours, nights, and weekends.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- The successful candidate will possess well-developed interpersonal skills, financial management experience, the ability to remain calm under pressure, and is committed to customer service.
- Experience in economic development with a successful track record of creatively solving problems and project planning.
- Must possess exceptional oral presentation, written communication, and negotiation skills; will serve as member on various committees and speak as a City representative before public groups.
- Knowledge of laws, ordinances, and regulations regarding land use and property development.

- Must be knowledgeable of city-related laws on open meetings, open records, and records retention as well as 4B Economic Development Sales Tax Legislation. Experience with Hotel Occupancy Tax regulations and other federal, state, and local laws relating to general government management and economic development.
- The work is generally done in an office environment, however, on-site visits with prospective and existing businesses is an essential duty of the position.

PHYSICAL DEMANDS AND LOCATION

This position is based at City Hall in an office setting, however, working in and around the community is also an aspect of this position.

The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee is occasionally required to stand, walk, stoop, kneel and crouch.

MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree in economics, business administration, urban planning, or a related field strongly preferred. An appropriate combination of education and experience may be considered in lieu of a degree.
- Prefer at least 5 years of experience in economic development, business development, or related roles.
- Knowledge of economic development principles, strategies, and best practices.
- Strong leadership, communication, and interpersonal skills.
- Proficiency in data analysis and economic modeling.
- Grant writing experience is a plus.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to nbrowe@montgomerytexas.gov.

This position will be open until filled.

Montgomery will offer a highly competitive salary which considers the selected candidate's qualifications, experience, and track record of success.

Montgomery also offers an excellent benefits package including participation in the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Montgomery upon retirement.

Montgomery provides excellent insurance benefits for employees including 50% of spouse and dependent care paid by the City, along with dental and vision coverage. Additionally, life insurance with a buy-up option, and an Employee Assistance Program are provided. In addition, the selected candidate will receive vacation and sick leave, and 12 paid holidays per year.

A vehicle allowance of \$200/month and phone allowance of \$75/month will be provided as part of compensation package.

Montgomery is an equal opportunity employer and encourages candidates of all backgrounds to apply.

Join our team and help shape the future of economic development in a vibrant and growing community. Be a part of Montgomery's success story!