

YOU CAN GO TO OUR WEBSITE WHICH IS www.nortexrpc.org AND THERE IS A LINK TO OUR JOB APPLICATION. WE HAVE A MAILBOX IN FRONT OF OUR OFFICE (4309 Old Jacksboro Highway, Suite 200, Wichita Falls, Texas 76302 - located in the Galaxy Center Building) AND YOU CAN DROP OFF YOUR APPLICATION AND RESUME.

THE SALARY IS \$ 39,521.00 A YEAR AND THE DEADLINE TO TURN IN APPLICATIONS IS 4:00 P.M. ON MONDAY, MAY 3, 2021.

NORTEX REGIONAL PLANNING COMMISSION
CLASSIFICATION JOB DESCRIPTIONS
NRPC Salary Group: B18
NRPC Job Class Number: 1584
FLSA Classification: Professional - Non-Exempt
Immediate Supervisor: Executive Director

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

GENERAL DESCRIPTION

Performs advanced program work relating to economic development. Work involves planning, coordinating, and conducting economic studies and analysis; determining and evaluating economic factors related to programs and projects; overseeing the collection of economic information, and developing a regional economic development plan. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS

- Collects, organizes, and analyzes data required in the development of plans or programs.
- Develops research techniques, methodologies, and procedures.
- Develops and conducts presentations.
- Prepares economic and demographic statistics for analysis.
- Collects and maintains information on current and projected changes in economic activity.
- Plans, organizes and coordinates economic projects.
- Plans and conducts studies, deduces facts to findings, makes recommendations, and prepares reports.
- May prepare progress reports on plans or programs.
- Will address community groups on agency programs, resources, and limitations.
- Will use automated equipment for information retrieval and data entry.
- Will operate office machines such as personal computers, typewriters, adding machines, calculators, laser printers, facsimiles, and/or copiers.
- Performs related work as assigned.

OTHER JOB FUNCTIONS

- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- May be required to read, write, and communicate in English.
- May be required to travel.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in economic research and analysis work is preferred. Graduation from an accredited four-year college or university with major course work in economics or a related field is preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

- Knowledge of economic principles, techniques, and procedures.
- Knowledge and familiarity with local, state and federal organizations related economic growth and planning.
- Skill in performing statistical computations.
- Ability to plan, organize, and coordinate projects and programs; to prepare and analyze statistics and other economic data; and to prepare reports.
- Working knowledge of computers and computer software applications.
- Ability to perform tasks with limited supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to coordinate public meetings with elected and appointed local officials.

****THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.***

10/1/2019