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200 W 2<sup>nd</sup> Street, Freeport, TX 77541 \*\* 979-233-3526 \*\* FAX 979-233-3205 \*\* [www.freeport.tx.us](http://www.freeport.tx.us)

**POSITION TITLE:** Economic Development Specialist

**DEPARTMENT:** Administration

**RATE CLASS:** Hourly Employee - Full Time

**REPORTS TO:** Freeport Economic Development Corporation (FEDC) Director

**SHIFT:** Monday through Friday – 8 a.m. to 5 p.m. However, may vary to include weekends or evenings as needed to meet events and venues management responsibilities.

**EDUCATION:** Associate's Degree or higher required. Two years previous experience involving economic development coordination duties or similar experience is preferred. A strong background in Microsoft Office and the ability to learn proprietary software is required. Valid Texas drivers' license is required.

**JOB SUMMARY:**

The Economic Development Specialist will help to coordinate economic development in Freeport, Texas. This may include facilitation of local grants, business expansion and retention, web site and social media endeavors, and land disposition.

**SPECIAL SKILLS:**

- Excellent verbal, and written communication skills.
- Ability to gather, collate, and analyze a variety of data.
- Working understanding of budget codes, statistics, technical sketches, and graphics.
- Thorough understanding of program research, development, and implementation techniques.
- Thorough understanding of grant application and disbursement processes.
- Thorough understanding of agencies and programs related to federal economic and urban development.
- Basic understanding of FEDC goals, objectives, programs, and services.
- Basic understanding of community resources and development needs.
- Thorough understanding of economic development principles and practices.

**DUTIES & RESPOSIBILITIES:**

- Establishes, develops, and maintains effective working relationships with departmental staff, municipal employees, local business owners, and the general public.
- Prepares and reports progress on projects, monitoring until complete.
- Acts as liaison between grant applicants and the FEDC.
- Creates and maintains a list of local businesses to be contacted for communication.
- Collaborates with business owners and prepares periodic reports concerning businesses.
- Conducts special research and/or analyzes economic development program activities.

- Coordinates web site updates including minutes and agendas.
- Maintains social media pages for the FEDC.
- Creates and updates marketing materials as assigned
- Must be customer service focused.
- Client facing.
- Handles inbound/outbound calls.
- General administrative duties.
- Ability to work with Microsoft Office products.
- Coordinates and completes RFP responses from regional partners, site consultants, brokers, developers, and prospects by researching and maintaining data on demographics, utilities, education, and community attributes.
- Performs complex market research and develops competitive intelligence and industry trend scans.
- Maintains department records, serves as departmental records officer, and prepares responses to open records requests.
- Assists the department director in developing the annual departmental budget.
- Arranges travel for staff and processes staff travel expense reports.
- Performs other duties as required or assigned.

**OTHER DUTIES:** This job description is intended to describe the general nature of work performed by the Economic Development Specialist and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

**PHYSICAL/MENTAL REQUIREMENTS:**

**Physical:** The incumbent for this position must maintain a neat, professional appearance at all times, must be able to lift supplies weighing up to 35 pounds and successfully complete a physical examination and drug testing given by a physician designated by the City of Freeport.

**Mental:** Must maintain the ability to work well with others as well as the general public in a variety of situations. Must be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

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Employee Signature

Date