

## **CISCO ECONOMIC DEVELOPMENT CORPORATIONS**

### **EXECUTIVE DIRECTOR**

#### **JOB DESCRIPTION**

The Cisco Economic Development Corporations (CEDC) is conducting an extensive search to identify an outstanding economic development professional who will provide leadership, vision and professional expertise in leading our City's economic development efforts. Cisco has both a 4B and 4A Sales Tax Corporations. The CEDC's main focus is to (1) create new jobs by providing assistance toward the formation of new businesses; (2) to make Cisco competitive in the attraction of business and of industry in order to create new, sustainable jobs including the strengthening and expand on skills of our labor force; (3) provide for existing business retention and expansion and (4) to strengthen and revitalize the community through public projects that make Cisco a better place to live and work. CEDCs have a staff of two and are responsible to their Board of Directors and the Cisco City Council.

#### **JOB SUMMARY**

The Executive Director must have the experience and expertise to lead the organization's Economic Development programs and initiatives. The Executive Director shall, as chief administrative officer, interact with and provide information and administrative support to the Board and be responsible for managing the day to day activities of the corporation. Additionally, the Executive Director must work at the highest level of integrity, honesty, and openness, creating strong and enduring relationships with key business, political and community leaders.

#### **ESSENTIAL JOB FUNCTIONS:**

- Coordinate the City's economic development efforts by using sales tax revenue to effectively stimulate the City's economic growth and to have a direct benefit to the Citizens of Cisco.
- Develop and execute specific marketing and promotional strategies for targeted company recruitment.
- Develop in-house capability to produce high quality responses and presentations for leads, prospects and community education.
- Perform market and financial analysis on appropriate prospects and develop recommendations for incentive packages and contracts.
- Develop and coordinate state and federal Economic Development programs along with local incentives in response to assistance requests.
- Develop and manage an efficient prospect tracking, monitoring and reporting system.
- Meet with potential developers regarding future business development and conduct follow-ups.
- Enhance and manage an Existing Business Retention & Expansion Program.
- Present reports and agreements to the CEDC Board and City Council.
- Develop and recommend policy, procedure, and other functions required to effectively operate the CEDC.

- Develop both short range and strategic long-range planning tools for economic development.
- Coordinate with CEDC Board members to prepare agendas for meetings; take and maintain minutes of all meetings.
- Prepare the annual CEDC budgets for presentation to the CEDC Boards and recommendations to the City Council.
- Manage books, records, financial statements and other reports of the CEDC; prepare monthly financial reports for presentation to the CEDC Boards and City Council.
- Participate and lead community efforts to address such issues as strategic planning, infrastructure planning and development, and building projects.
- Communicate with the City Manager; City Council; developers; realtors; business professionals; regional, state, and national government officials; and other external customers.
- Develop and maintain a CEDC website to market Cisco and facilitate the site selection process for consultants and corporate relocation personnel.
- Monitor and track all assistance agreements, notes receivables and rental contracts.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bachelor's degree from an accredited four-year college, or an equivalent combination of education and experience that provides the knowledge, skills and abilities needed to operate the economic development department for our City.
- Knowledge of principles and practices of economic development.
- Excellent interpersonal, organizational and strategic planning skills.
- Excellent oral and written communication skills with ability to facilitate and close deals.
- Knowledge and experience in managing site and facility properties.
- Knowledge and experience in financial packaging and analysis.
- Knowledge and experience in blending local, state and federal economic development incentives.
- Able to work with and understand the needs of community and regional partners.
- Ability to have effective written communication with CEDC Board, City Council, and business executives; preparing marketing documents, prepare assistance agreements, and professional letters all at a high level.
- Ability to prepare clear and concise financial reports by utilizing the principles and procedures of finance, budgeting and budgetary control.
- Knowledge of research techniques, availability of information and methods of report presentation.
- Ability to analyze a variety of administrative problems and make sound policy and procedural recommendations.
- Ability to avoid conflict or appearance of interest in the performance of duties and responsibilities.

#### **PERSONAL CHARACTERISTICS:**

- Self-Starter
- Integrity

- Vision
- Creativity
- Collaborative team player
- Enthusiasm
- Strong work ethic
- Responsibility
- Composure
- Focus

**EQUIPMENT:**

- Operates personal computer and software, including, but not limited to Microsoft Word, Excel,; calculator; multi-line telephone; copier; fax, scanner; and various other office related equipment.

**EMPLOYMENT CONDITIONS:**

- Must be bondable
- Must pass a pre-employment drug-screening test
- Must possess a current, valid Texas Driver's License

**Cisco Economic Development Corporations**

Type A and Type B

Address: 701 Conrad Hilton Blvd., Cisco, TX 76437

Phone: (254)442-4200

Email: info@ciscodc.com