



Title: Economic Development Manager

FLSA: Exempt

Department: Administration

Division: Planning and Development

Salary Range: \$79,000-\$124,000

Open Until Filled

About the City: Josephine, Texas, is one of the fastest-growing cities in the state and rapidly expanding. While experiencing significant growth, Josephine retains a small-town atmosphere. Our mission is to empower community growth while preserving our cherished small-town values. We are committed to fostering a safe, vibrant, and inclusive environment where families thrive, businesses flourish, and the essence of our tranquil community endures for generations to come.

Job Summary: Under the general direction of the City Administrator, the Economic Development Manager is responsible for coordinating and planning economic development activities related to business retention and expansion as well as retail recruitment for the City of Josephine. Serves as staff support carrying out directives from the Josephine Municipal Development District and City Council.

Primary Duties & Responsibilities:

Duties include, but are **not** limited to, the following:

- Analyzes complex data, policies, practices, systems, procedures, and develops written summaries on findings and recommendations.
- Coordinates and manages the City's economic development programs, including business retention, business expansion, retail recruitment, and commercial development initiatives.
- Serves as the primary staff liaison to the Josephine Municipal Development District and supports the implementation of economic development initiatives authorized by the City Council and MDD, under the administrative direction of the City Administrator.
- Develops economic development content and collaborates with the Public Engagement Coordinator, City Administrator, and Josephine Municipal Development District (MDD) to maintain and enhance the MDD website and related marketing materials.
- Develops and keeps current an inventory of available commercial retail and industrial locations, available and required infrastructure.
- Works with public sector and private sector organizations on public infrastructure improvement projects related to new business recruitment.
- Collaborates with local business entities and other local, state, and federal organizations committed to enhancing economic development opportunities in the City of Josephine.
- Works with the Josephine MDD assisting with prospective new businesses from initial contact to

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- providing assistance in securing necessary information, permits, contacts, etc.
- Makes presentations to civic groups and advisory boards and appears at trade shows and similar events in an effort to showcase Josephine as a prime location for business. Provides information on redevelopment, economic development issues, programs, services, and plans.
- Responds to requests for information for economic development purposes. Prepares data sheets and other information. Responds to local citizens inquiring about local economic development activities and opportunities.
- Coordinates with the Texas Comptroller of Public Accounts to ensure sales tax revenues are properly allocated to the City of Josephine, including revenues generated by new and existing businesses, and ensures required economic development reports are submitted in accordance with state requirements.
- Assists City Planner in preparing public information and media outreach on economic development programs and activities. Keeps all demographic and economic development reports current.
- Attends all MDD meetings and City Council meetings as required.
- Participates in preparing and monitoring annual budget.
- Researches grant opportunities and prepares grant applications to secure funding for economic development projects for securing project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.
- Prepares and presents reports, presentations, and project updates to the City Administrator, Josephine Municipal Development District (MDD), City Council, and other City departments, boards, and external organizations as required.
- Develops and implements short- and long-range economic development strategies, goals, work plans, and performance measures consistent with City Council and MDD priorities.
- Schedules and conducts meetings with advisory boards and elected officials.
- Performs other related duties, responsibilities, and special projects as assigned by the City Administrator.

Physical Demands/Work Environment:

Work is performed in a standard office environment with low to moderate noise level. Subject to sitting for an extended period of time, as well as standing, walking, bending, reaching, kneeling, and lifting and putting away such items as records and office supplies of moderate weight of up to 20 pounds. Working with a wide variety of people.

The City of Josephine provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability, in accordance with applicable federal laws.

Minimum Qualifications:

Education/Training/Experience Requirements:

- Bachelor's degree in Economics, Business Administration, Urban Planning, Public Administration, or a related field with three years of experience in a relevant field. Five to seven years of experience and a Master's degree are preferred.

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- Certification as a Certified Economic Developer (CEcD), or the ability to obtain the certification within 18 months of employment, is required.
- Proven experience in economic development, business attraction, or a related field, preferably in a fast-growing municipality.
- Possession of a valid Texas driver's license.

Knowledge, Skills and Abilities:

- Knowledge of organizational and strategic planning principles, economic development practices, incentive programs, and applicable local, state, and federal laws, regulations, and industry best practices.
- Knowledge of management information systems, budgeting, accounting principles, and the impact of sales tax revenue on municipal finance.
- Understanding of local zoning regulations, land use planning, development review processes, and the ability to interpret plats, site plans, construction documents, and other technical materials.
- Strong analytical, organizational, and project management skills, with the ability to interpret economic data and trends, prepare accurate reports, manage multiple priorities, and meet established deadlines.
- Excellent oral, written, interpersonal, and presentation skills, with the ability to communicate complex economic development information to diverse audiences and build effective working relationships with City officials, government agencies, business leaders, community organizations, media representatives, and the public.
- Proficiency in Microsoft Office applications, including Word, Excel, Outlook, PowerPoint, and Adobe Acrobat.
- Ability to effectively manage projects from inception to completion while maintaining a results-oriented approach.
- Ability to handle difficult or sensitive situations with professionalism, diplomacy, and sound judgment.
- Ability to perform the essential physical functions of the position, with or without reasonable accommodation.
- Ability to maintain regular and predictable attendance.

Special Requirements:

- Must maintain a professional appearance.
- Must work some evenings, weekends, and/or holidays.