

Seeking: Executive Director

Wood County Economic Development Commission

P.O. Box 578

Quitman, Texas 75783

If interested, contact Drew Deatherage at [ddeatherage@mywoodcounty.com](mailto:ddeatherage@mywoodcounty.com) for an information packet.

#### JOB DESCRIPTION

The Executive Director position's main function is to plan, direct, manage, and oversee the economic development activities and operations of the Wood County Economic Development Commission.

OPERATIONS: Organize, manage, and direct the ongoing operations of the WCEDC.

- A. Develop and implement WCEDC goals, objectives, and work tasks in accordance with direction provided as noted above;
- B. Research, prepare, and administer a comprehensive budget for the WCEDC;
- C. Select, supervise, train, and evaluate professional, technical, and clerical subordinates;
- D. Ensure all operations of the WCEDC are in compliance with policies of the WCEDC, and those of Wood County, where appropriate;
- E. Prepare clear and concise administrative and financial reports and present these reports to the WCEDC Board and Wood County Commissioners Court as requested.
- F. Research, prepare, negotiate, and present all aspects of incentives to be offered by the WCEDC or County;
- G. Actively participate in WCEDC Board meetings and County Commissioners Court meetings on behalf of the WCEDC; and
- H. Seek out and pursue development opportunities.

EXISTING BUSINESS SUPPORT: Identify and implement programs to support the retention and growth of existing local businesses.

- A. Identify and maintain information on existing businesses in all of the cities within the county as well as businesses in unincorporated areas.
- B. Develop and implement programs to enhance the relationships between the WCEDC and existing businesses through consistent engagement.

- C. Develop and implement programs to enhance the success of existing businesses.

NEW BUSINESS ATTRACTION: Identify and implement programs attracting new business investment and employment within the County.

- A. Identify and pursue businesses and services desired by residents and other businesses in the county.
- B. Develop promotional materials adequate for marketing to desired prospects.
- C. Identify and participate in strategic national, regional, or local marketing opportunities (trade shows, conferences, significant events, familiarization tours, marketing trips, etc.).
- D. Coordinate and manage prospect.
- E. Manage the incentives process and present proposals to county leadership in a logical and efficient manner.
- F. Maintain professional relationships with prospects and their representatives throughout engagement.

RESOURCE DEVELOPMENT AND MAINTENANCE: Develop and maintain accurate data and resources necessary to support other essential functions:

- A. Implement systems allowing developers, brokers, or potential prospects to easily identify land, buildings, and commercial lease availabilities in all of the cities within the county as well as unincorporated areas.
- B. Develop analytical tools capable of evaluating various aspects of proposed commercial developments.
- C. Identify, develop, and maintain resources to address questions raised in Request for Information (RFI) and Request for Proposal (RFP) as well as other frequent requests.
- D. Develop and maintain a professional WCEDC website utilizing industry best practices.

RELATIONSHIPS: Maintain relationships with different municipalities and organizations within Wood County.

- A. Facilitate workforce development initiatives including partnerships with Texas Workforce Commission, East Texas Council of Government, Jarvis Christian University, Tyler Junior College, University of Texas-Tyler, School Districts, and employers;
- B. Coordinate workforce attraction programs including job fairs, recruitment website, workforce attraction advertising, and other creative solutions to assist local employers to recruit and retain top talent.
- C. Establish and maintain relationships with existing businesses and prospects to communicate the economic development goals and objectives from initial contact throughout their tenure with the County.
- D. Conducts business retention and expansion (BRE) visits with areas businesses.

- E. Responsible for monthly and annual reports of BRE activity, and uses discretion when immediate escalation on feedback from a visit is required.
- F. Maintain relationships with the local media through frequent interaction, news releases, timely availability, attentiveness and accuracy of information and responses.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- A. Bachelor’s Degree with major course work in Business or other relevant field. Completion of Basic Economic Development Course (BEDC) or the Economic Development Institute (EDI) preferred; or can obtain certification within (6 months?).
- B. Two (2) years of work experience in preferably in the economic development or local government field, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- C. A record of success in economic development projects;
- D. Political astuteness and knowledge of state and federal economic/community development agencies and program;
- E. Understanding of an experience with a multi-partner, “matrix” organization which includes government entities;
- F. History of involvement in the community through civic clubs, non-profit agencies, etc;
- G. Hands-on knowledge of current communications and technology applications;
- H. Excellent interpersonal and group facilitation skills;
- I. Job and personal satisfaction derived from employment in a position such as this in a community with the quality of life opportunities available in our area.

**SKILLS:** Having a vast amount of knowledge with tasks that come with this job.

- I. **Technology:** Have expert knowledge and experience with Microsoft programs such as Word, Excel, PowerPoint, and Outlook. Have advanced knowledge and skills with office equipment such as computers (including thumb drives), fax machines, printers and copiers, projectors, USB ports/HDMI cables, and cellphone technology. Have advanced knowledge and experience with the virtual meeting platform Zoom.
- II. **Planning:** Develop a strategy, defining long and short term objectives of the organization, setting priorities for resources, anticipating problems, formulating and adjusting policies, and revising planning efforts as necessary.

- III. Decision Making: Demonstrate self-motivation and initiative with the ability to work with the County Judge and Commissioners, EDC Board, and partnering entities. Make judgments on disputed issues, decisions under time pressures that reflect adequate evaluation and consultation with others, resulting in positive impacts on the community and the welfare of our residents.
- IV. Marketing: Develop strategic and proactive plans annually that positively represent the county. Proactively present the county, location opportunities and the area's economic benefits to existing and prospective employers. Make strategic contact with existing and prospective employers within and outside the community in order to assist them in their decision-making relative to location, relocation and/or expansion.
- V. Relationship Building/Public Relations: Officiate at public ceremonies and in other venues, informing the general public about the EDC's activities, speaking publicly, representing the EDC and/or County Organization at trade shows and similar events. Establish rapport with new contacts and a network of allies. Work closely with the EDC Board, staff and members of local organizations and agencies.
- VI. Written Communications: Prepare required written reports and other documents as necessary in a timely and easily understandable manner. Prepare grant applications or assist others in the grant writing process. Write for the public audience to create interest in the EDC and the County and its efforts. Prepare an annual report for dissemination by the County Judge to the Commissioners, partners and public. Also prepare or facilitate formal correspondence as needed.
- VII. General Administration and Budget Preparation: Provide necessary leadership to ensure that the organization is managed in an efficient and effective manner; draft for consideration and then administer the approved annual budget.
- VIII. Information Management: As necessary, prepare, summarize and/or analyze statistical and narrative information. Estimate risks of alternative courses of action. Prepare cost and time estimates, capture and communicate complex numerical data in a business context; and edit and integrate written material.
- IX. Cooperating/Acting as a Liaison: Assist partner organizations in achieving goals. Promote cooperation among partner organizations and others, particularly on a regional basis by acting as a liaison with other organizations such as the Governor's Office for Economic Development; work with the EDC Board in keeping partner organizations and local government officials and legislative bodies duly informed of general activities of the EDC and the County.
- X. Influencing/Advising: Advise the County Judge and the EDC Board on policies and activities, making an effective case for action, and advising on points of procedure.

- XI. Evaluating: Assess the feasibility of proposed economic development projects. Monitor progress of projects and check adherence to schedules. Evaluate written reports, numerical data, and project costs; identify problems and suggest new ideas and alternative approaches and solutions to challenges. Assess the probability of success of a course of action, and evaluate alternative methods.
- XII. Skills/Ability: Maintain a strong personal and professional integrity. Skilled at building coalitions, and ability to maintain productive and positive relationships with economic developers, stakeholders, public officials, business leaders, and the general public. Be an excellent communicator possessing well developed interpersonal skills. Be a collaborative leader and skilled negotiator for the commission. Be an innovative strategic thinker that is committed to excellent customer service. Be able to multiple tasks and prioritize necessary functions.

JARVIS WORKFORCE COUNCIL:

- Maintain a professional relationship with Jarvis Workforce Council as a sitting member.
- Actively engage with the Workforce Council and come up with creative methods to help solve potential gaps within the workforce development field.
- Communicate with the Council via virtual meeting platform or in-person as needed to stay informed with important decisions, planning for events targeted to workforce development, and maintain a professional stance in workforce development.

# APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

PERMANENT ADDRESS

STREET

CITY

STATE

ZIP

PHONE NO.

ARE YOU 18 YEARS OR OLDER? Yes  No ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED  
IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?Yes  \_\_\_\_\_ No  \_\_\_\_\_

## EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE?

WHERE?

WHEN?

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

## GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)

EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE

RANK

PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

\*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

**FORMER EMPLOYERS** (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM TO				
FROM TO				
FROM TO				
FROM TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

IN CASE OF  
EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED:  Yes  No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER