



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Economic Development Specialist	Opening Date: September 17, 2024	Application Deadline: Open Until Filled	Job #: 240914
Department: Tourism and Economic Development	Starting Salary: \$19.60- \$21.60 Hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

This position can't be filled until October 1, 2024.

Brief Job Description: This position is for increased retention and recruitment of businesses for economic development in Bastrop County. Communication is a big focus of this position to include with investors, property owners and site selectors; local, regional, and state partners; county and city governments; utility providers; workforce and educational partners. This position will represent Bastrop County in the promotion of all phases of economic development with the goal of an increased Bastrop County property tax base and growth of solid employment opportunities. Partnerships will be a key to the success of this position with a flexibility of schedule so that the unconventional time goals are met.

Knowledge, Skills and Abilities: Advanced principles and practices of economic development. Personal Computer skills and software, including Microsoft Office. Establish and maintain effective working relationships with those contacted in the course of the job. Function independently, exercise good judgment, manage multiple projects, and meet deadlines. Bastrop County policies and procedures.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914> Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at:

<http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS
Job Description

Job Title: *Economic Development Specialist*

Department: *Tourism and Economic Development* **FSLA Status:** Non-Exempt

Reports To: **Director of Tourism and Economic Development**

SUMMARY: This position is for increased *retention and recruitment of businesses for economic development in Bastrop County.*

Communication is a big focus of this position to include with investors, property owners and site selectors; local, regional, and state partners; county and city governments; utility providers; workforce and educational partners. This position will represent Bastrop County in the promotion of all phases of economic development with the goal of an increased Bastrop County property tax base and growth of solid employment opportunities. Partnerships will be a key to the success of this position with a flexibility of schedule so that the unconventional time goals are met.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from Adena Lewis, Director of Tourism and Economic Development

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Represents Bastrop County in the retention and recruitment of economic development opportunities.
2. Follows development projects through all of the phases to completion.
3. Provides exceptional customer service to County employees and the public;
4. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
5. Maintains confidentiality and security of all Tourism and Economic Department information and systems;
6. Performs related work or duties as assigned by supervisor.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive

listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Competition in the competitive marketplace and tools available
Advanced principles and practices of economic development
Personal Computer skills and software, including Microsoft Office;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Develop strong relationships with partnerships outside Bastrop County government
Represent Bastrop County in a professional manner consistent with strong business practices
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Establish and maintain effective working relationships with those contacted in the course of the job; Demonstrate personal communication skills including effective telephone skills and public speaking; Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Handling stressful situations;

Interpreting federal laws and regulations;

Effective interaction and communication with others;

Prepare clear and concise reports;

Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in the economic development field.

Education:

A Bachelor's Degree is preferred.

Licensing:

Training in the economic development field through trade associations. Valid Texas Driver's License.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.