

Executive Director, Levelland, Texas Economic Development Corporation

Levelland EDC Mission

The mission of the Levelland Economic Development Corporation is to strengthen Levelland's economy through creative and cooperative economic development initiatives.

About the Position

The Executive Director represents LEDC at City Council meetings and at various community meetings. The Executive Director also participates in regional, state, and national economic development organizations.

Developing strong professional relationships with site selectors, commercial real estate projects, and consulting firms is critical. In the performance of this vital role, the Executive Director will travel outside of the Levelland/Lubbock area.

The Executive Director reports to the City Manager for day-to-day administrative matters and to the LEDC Board of Directors for overall policy direction. The Executive Director has overall responsibility for:

- Expanding the existing non-residential tax base
- Retaining and expanding existing industries
- Attracting new industries from outside the area and creating new jobs
- Managing the Levelland Industrial Rail Park, with attracting and retaining industrial industries within the park as a key role

Additional responsibilities include:

- Developing the annual budget with approval from governing bodies
- Managing the development of all programs outlined in the budget
- Managing deal flow and negotiating incentive and real estate agreements
- Developing and directing external marketing, including marketing collateral and media
- Managing and providing oversight of all retention efforts
- Working with and advising the Main Street program as appropriate
- Working with and advising the Chamber of Commerce on event recruitment as appropriate
- Provide limited staff support to non-profit Levelland Development Foundation

Ideal Candidate

The chosen candidate will be a visible community leader and be active in educational and civic organizations. The ideal candidate will have a successful track record of negotiating and closing real estate deals. The new Executive Director will have a majority of the following:

- A results-oriented track record of industrial attraction of rail served industries
- Experience in attracting agricultural and energy-related firms
- Significant experience in developing and managing a rail served industrial park
- A strong financial background based in business-related, real estate, and rail activities
- Development and management of successful and recognized retention programs
- Familiarity with Texas Type A and Type B Economic Development Corporations

Education and Experience

A minimum of five (5) years of experience in a progressively senior managerial level, full-time position is recommended. Preferred qualifications include higher education from an accredited college or university.

The new Executive Director must reside within the county in compliance with the City of Levelland personnel policy, and residence within the corporate city limits is preferred.

Compensation and Benefits

The City of Levelland offers a competitive salary depending on qualification and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a six percent employee deposit rate with a municipal matching ratio of 2:1, with five year vesting. A full range of leave and insurance benefits is also provided.

Application Process

To apply complete and return application packet available at www.levellandtexas.org. Return completed packet, including your current résumé to:

City of Levelland
Att.: Human Resources Director
P.O. Box 1010
Levelland, TX 79336
mfieldsallgeyer@levellandtexas.org
(806) 568.5428

This position is open until filled.

The City of Levelland is an Equal Opportunity Employer and values diversity in its workplace. Finalists for this position will be subject to a comprehensive background check.

Resources

Levelland Economic Development Corporation
<http://www.golevelland.com>

City of Levelland
<http://www.levellandtexas.org>

Levelland Independent School District
<http://www.levellandisd.net>

Levelland Chamber of Commerce
<http://www.levellandtexas.org>

South Plains College
<http://www.southplainscollege.edu>

Mallet Event Center and Arena
<http://www.malleteventcenter.com>

Covenant Hospital Levelland
<http://www.covenanthospitallevelland.org>

Job Title: Economic Development Director

BRIEF DESCRIPTION:

This position is responsible for the overall planning, directing, organization, and administration of the City's Economic Development Department under the policy and leadership of the Economic Development Corporation (EDC). Provides oversight of the economic development and communication efforts of the city, to include staff oversight and management, strategic plan creation, budget development and management, policy and procedure implementation, economic development retail and industrial/office recruitment efforts, revitalization efforts, tourism programs, media relations, public outreach campaigns, publication production, website content management, graphic design services, and audio-visual/video productions.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Plans and directs the Economic Development Department by designing and administering the department's budget; developing marketing plans and procedures; evaluating, hiring, counseling, and disciplining staff; integrating City practices and standards with the department; and establishing professional relationships for issue resolution and business/community advocacy.
2	S	Establishes economic development programs and practices that lead to private sector projects in Levelland that result in capital investment, job creation, expanded tax base, creative and niche development, recreation and entertainment venues, and other quality developments.
3	S	Represents Economic Development issues on City management teams to develop City strategies and policies to balance the City's needs with Economic Development practices.
4	S	Oversees and participates in the negotiations of comprehensive development agreements between the EDC and the private sector, evaluates fiscal impacts, communicates decisions, and presents reports and agreements to City Manager and EDC.

5	S	Oversees the EDC's efforts related to developing strong working relationships between the City, Chamber of Commerce, developers, corporate leaders, business owners, public school officials and citizens.
6	S	Provides an environment that motivates, coaches, and mentors employees to perform at their best.
7		Directs and oversees design, layout, navigation and overall content on the EDC's official website to maintain a strong marketing presence on website and keep content up to date, oversees content of employee intranet site; determines web policies and goals; coordinates function and content with other approved City websites; and helps
8		Plans, coordinates, and oversees various events for the City including, all ground breakings and grand openings for City-Supported facilities.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent. Appropriate certification may be required.
Experience	Minimum of 5 years experience in a related field.
Certification and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read and comprehend complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plans, design guidelines, construction site plans, budget documents, business magazine, journals, newspapers and technical reports, strategic or operational plans.
Math	Work requires the ability to perform moderately complex math calculations such as addition, subtraction, multiplication, division, college algebra, and statistics.
Writing	Work requires college-level ability to write communication with executive management, EDC, and business executives; and prepare marketing documents, development agreements, and concise, professional letters.
Managerial	Semi-Complex - Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Budget Responsibility	Moderate - Has responsibility for final approval of a department's budgetary recommendations to EDC/City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Policy Making / Decision Making	Significant- The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. This position independently decides how objectives are achieved and what resources are needed. Typical positions in this category are upper management to executive level jobs.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	High - Interactions involve overseeing and/or approving final decisions regarding policy development and implementation. This level often involves interaction with others outside the organization or department on key organizational/departmental issues and requires exercising participative management skills, high levels of negotiation, and the ability to reach consensus on complex issues to achieve organizational goals and objectives.
Technical Skills	Comprehensive - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

OVERALL PHYSICAL STRENGTH DEMANDS:

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	Making Presentations, Observing Worksite, Communicating with Co-Workers
Sitting	F	Deskwork, Meetings, Driving
Walking	F	To other Departments/Offices, around work sites
Lifting	O	Supplies, files, boxes
Carrying	O	Supplies, files, boxes

Pushing/Pulling	O	File drawers, equipment, tables, chairs
Reaching	O	For supplies and files
Handling	O	Paperwork, supplies
Fine Dexterity	C	Computer keyboard, writing, mouse, telephone keypad
Kneeling	O	Obtaining files from lower drawers
Crouching	O	Obtaining files from lower drawers
Crawling	N	
Bending	O	Obtaining files from lower drawers
Twisting	O	From computer to telephone, getting inside/outside vehicle
Climbing	O	Ladder, stairs
Balancing	O	On ladders/step stools
Vision	C	Computer, reading, assisting customers, driving
Hearing	C	To customers and on the telephone
Talking	F	To customers and on the telephone
Foot Controls	O	Driving
Other (Specify)		

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fax machine, copier, typewriter, telephone, ten-key machine, printer, computer, related software, and vehicle.

COMPUTER EQUIPMENT AND SOFTWARE:

Personal Computer, Smart Phone (which includes e-mail and web access, scheduling), Printer, Software and Web Based Programs.

ENVIRONMENTAL FACTORS:

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Respiratory Hazards	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	S	Warehouse	

Electrical Hazards	N	Noise and Vibration	N	Shop
Fire Hazards	N	Wetness/Humidity	N	Vehicle
Explosives	N	Physical Hazards		Outdoors
Communicable Diseases	N			Other (see 2 below)
Physical Danger or Abuse	N			
Other (see 1 below)				

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other	

(3) N/A

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the EDC & City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments.
- Make time for your employees.
- Maintain confidentiality.
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored.
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals.
- Walk the talk – be an advocate for the Levelland culture and core values.
- Make communication within your department a top priority.
- Encourage positive feedback.
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment.
- Be on time for all meetings.
- Be a champion of the city's policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite.
- Respond to personnel issues immediately.
- Ensure employees are allowed to participate on teams and have time to do so.
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible.
- Monitor department accomplishments related to performance indicators.
- When wrong, state so.
- Discussing and planning should be followed up with action.
- Let common sense prevail.
- Motivate your employees – provide positive feedback.
- Be visionary – anticipate issues.
- Mentor and build internal capacity in order for the employees to be able to compete.
- Support organizational change.
- Support the EDC/City's values and mission.
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret EDC/City policies and procedures and make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day-to-day operations.
- Encourage teamwork and participation by all employees.
- Lead by example.
- Provide outstanding customer service to internal and external customers.
- These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

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Application for Employment

1709 Ave. H. / PO Box 1010 / Levelland, Texas 79336

Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Economic Development Director
POSITION DESIRED _____ DATE _____

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip
Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No
Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No
When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time
When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? Yes No
If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No
Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No
If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
School City/State Last Grade Completed

College/University: _____
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. This section must be completed despite the possible enclosure of a resume.

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____	Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons shown under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.

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AFFIRMATIVE ACTION FORM

Economic Development Director

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____