



**Capital Area Council of Governments
Job Description**

CAPCOG Title: Director of Community and Economic Development
Division: Community and Economic Development
Reports to: Executive Director
State Title and Grade: Manager IV/ B25
FLSA Status: **Exempt** **Non-Exempt**

GENERAL DESCRIPTION

Performs advanced managerial work related to economic and community development planning, project development, and grant management that includes transportation, criminal justice, solid waste, and other initiatives to support communities. Oversees research and data analysis to support EDA-funded programs as well as technical assistance and planning at the regional and community level. Identifies issues and funding related to disaster recovery and resiliency at regional and local levels. Manages grant administration for local governments. Works under limited direction with extensive latitude for use of initiative and independent judgment. The essential functions of this position must be performed at CAPCOG offices therefore the position is not eligible for telecommuting.

EXAMPLES OF WORK PERFORMED

Essential duties and functions may include the following. Other related duties may be assigned.

- Manages all activities of the economic development district including planning, project development, and grant administration as well as development of the CEDS and projects focused on regional economic competitiveness factors.
- Oversees transportation planning and technical work for rural counties working with the TxDOT district office and manages the regional transit coordination committee contracted with the Capital Area Metropolitan Planning Organization.
- Manages program contracts with regional, state and federal funding agencies as well as contract for services with local governments.
- Identifies and analyses options for funding and collaboration to further regional and community goals related to growth management and planning, economic development, and general community development initiatives.
- Oversees the regional solid waste program planning and grant administration.
- Oversees the regional criminal justice program including planning and grant application process.
- Manages administrative functions, including personnel, budgeting, contracts, reporting, performance goals and ensures compliance with relevant regulations, rules, policies, and statutes.
- Assigns and manages work of others.

GENERAL QUALIFICATIONS

Education: Bachelor’s degree from accredited college/university with major coursework in political science and public policy, business/economic development, community and urban planning or a related field.

Experience:

Minimum three years’ experience in planning, project development, economic development and community development required. Experience in managing budgets, contracts and grants, primarily EDA and CDBG, also required.

Preferred: Professional programmatic experience with Economic Development Administration, federal disaster recovery programs, the Community Development Block Grant program. Experience that demonstrates a high level ability to communicate with local elected officials and the general public. Experience required with the use of a high level of verbal and written communication skills, and computer skills.

Knowledge

- Strong verbal and written communication skills as well as strong computer skills using MS Office are required in the position.
- Application of data analysis to support strategic and/or policy decisions related to economic development including cost/benefit assessments.
- Familiarity with economic development tools for local governments.
- Management of data and mapping resources to support regional planning functions.
- Grant applications and management with local governments for project implementation.
- Knowledge of Geographic Information Systems.

Skills and Abilities

- General management functions.
- Coordination and facilitation of multi-organizational initiatives.
- Written and oral communications.
- Computer software to support division functions.

Position Specific Competencies

- Accountability – takes responsibility for division’s activities and performance regardless of circumstances.
- Personnel management – provides direction and communicates expectations effectively while motivating staff to meet goals.
- Strategic thinking – demonstrates ability to facilitate discussions and take actions to support and expand agency goals and mission.
- Conflict Resolution – Has ability to understand others’ positions, analyzing all viewpoints objectively, and focusing on settling a disagreement or fixing a problem.
- Analytic Problem Solving – Uses a logical approach to make decisions, address problems, and take advantage of opportunities.
- Concern for Impact – Carries out responsibilities in a thoughtful manner and understands how individual actions affect the division.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 35 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 35 lbs

Converse with others both in person and over the phone.	Regularly
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

KEY

Never 0% Seldom 0-30% Regularly 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

Other Requirements

Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.