



## **CITY OF PRAIRIE VIEW 4B ECONOMIC DEVELOPMENT CORPORATION**

### **Job Title: Economic Development Executive Director**

Position previously advertised as Economic Development Coordinator. Applications submitted under previously advertised position title for Coordinator position will be considered for Executive Director position.

**Employer: City of Prairie View Economic Development Corporation 4B**

**Job Location: Prairie View, Texas**

**Job Type: Full – Time**

**Compensation and Benefits:** Salary is competitive and commensurate with education, experience, and qualifications. Benefits are the same as are other full-time employees of the City of Prairie View.

**Education and Experience:** Bachelor's degree from an accredited college or university is required. Master's Degree is preferred. Minimum of 3 years' experience in senior-level economic development activities in the public sector is required.

**Job Description:** The City of Prairie View Economic Development Corporation 4B is seeking a qualified Economic Development professional who will focus on marketing, recruitment, retention and expansion of businesses. Under the direction of the Prairie View 4B Economic Development Corporation Board of Directors, the Economic Development Coordinator will be responsible for marketing the City of Prairie View to attract new businesses, to create primary jobs, to retain and encourage expansion of existing businesses.

### **Essential Functions:**

The essential functions of the position include:

- Planning, directing, and organizing economic development activities
- Proposing strategies to achieve goals and objectives of the City of Prairie View Economic Development Corporation 4B
- Working closely with the Waller County Economic Development Corporation, the Prairie View Chamber of Commerce, and other public sector and private sector groups that can provide support for the City's economic growth
- Establishing and maintaining electronic databases of regional growth patterns, optimal sites for proposed development, zoning, area demographics and other

information critical to the development and implementation of a successful economic development program

- Addressing local business and civic groups regarding economic opportunities in the City of Prairie View
- Monthly reporting of economic development activities to the Prairie View Economic Development Corporation 4B and the Prairie View City Council

The City of Prairie View 4B Economic Development Corporation is seeking a qualified Economic Development professional who will focus on marketing, recruitment, retention and expansion of businesses. Under the direction of the Prairie View 4B Economic Development Corporation Board of Directors, the Economic Development Coordinator will be responsible for marketing the City of Prairie View to attract new businesses, to create primary jobs, to retain and encourage expansion of existing businesses.

The successful candidate will plan and direct the activities associated with Economic Development for the City of Prairie View. The candidate will have extensive experience recruiting investors who have been successful in building industrial, mixed use commercial and retail developments. The Economic Development Coordinator will have extensive knowledge of current trends in economic development and best practices.

For more information, visit the City of Prairie View's website at [www.prairieviewtexas.gov](http://www.prairieviewtexas.gov).

Candidates will forward a cover letter, resume with references, application, and transcripts to: [hthomas@prairieviewtexas.gov](mailto:hthomas@prairieviewtexas.gov) or by mail to the City of Prairie View Economic Development Corporation, P.O. Box 2718, Prairie View, Texas 77446.

**Position is open until filled.**

The City of Prairie View is an Equal Opportunity Employer.