

Executive Director

Application Period: July 11, 2017 - July 31, 2017

Organization:

Childress EDC/MDD

1902 Avenue G NW

Childress, Texas 79201

Job Description:

The Childress Municipal Development District is seeking an experienced, motivated professional with a proven track record to serve as the Executive Director (ED) of the Childress Municipal Development District. The ED will be responsible for day-to-day operations and will plan, direct, and implement community and economic development programs and projects. This position reports to a five member board of directors.

Summary of Job Duties:

- Oversee all economic development activities including the development and implementation of the yearly strategic plan;
- Oversee the development and implementation of the budget;
- Engage in local area business retention/expansion projects;
- Recruit new basic business and primary jobs to the Childress;
- Coordinate meetings with a variety of groups;
- As necessary engage in grant writing activities;
- Develop, assemble, and analyze statistical and demographic data for internal and external use;
- Forecast short-term and long-term economic trends and their effects upon economic development efforts;
- Represent Childress at regional/state/national economic development events, attend trade shows and conventions as necessary, and represent the Childress MDD at a variety of public and private meetings;

- Supervise and evaluate staff; and
- Establish strong working connections with board of directors, the Childress City Council, city manager, other public officials, business and industry partners and the general public.

Salary:

Salary is commiserate with experience. Position has competitive benefits package including health insurance, retirement and an automobile.

Job Requirements:

- Five years of increasingly responsible supervisory experience in a public or private sector organization;
- Demonstrated quality work ethic with the ability to work independently;
- A minimum of 5 years progressive supervisory experience in economic development;
- Excellent communication skills-both oral and written ;
- Marketing, sales, and interpersonal skills;
- Excellent computer skills and presentation software;
- Cognitive ability to read and interpret Texas State and federal economic development laws and regulations; and
- Texas Drivers License.

Education Requirements and Preferences:

- Minimum of a Bachelor's Degree in Business, Economics, Public Administration or related field. A combination of relevant work experience and education may be deemed equivalent to the minimum requirement;
- Candidates who possess a working knowledge and understanding of Texas Type B Economic Development Corporations and Texas Municipal Development Districts are a plus.

Submit Application To:

Send a letter of interest and comprehensive resume including a minimum of three professional references to: Kelly Taylor, Executive Assistant, Childress MDD, 1902 Avenue G NW, Childress, Texas 79201. Alternatively, send all materials to kelly@childresstexas.com

In order to be considered for this position all materials must be received no later than 5:00 P.M., on July 31, 2017. The City of Childress and the Childress MDD/EDC does not discriminate in the employment of services on the basis of race, religion, color, national origin, sex, age and disability.

You can find the application and job description on the website at www.childresstexas.com or in person at 1902 Avenue G NW, Childress, Texas 79201 between the hours of 8pm - 5pm.

Employment Application

Employer Name:

Job Number:

Position:

Date:

PERSONAL INFORMATION

Name (Last, First, Middle)	Telephone Number
Address	Message Number
City/State/Zip	E-mail Address

Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	May We Contact Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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EMPLOYMENT HISTORY - Begin With Most Recent Employment

Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number
Dates From	To	Company Name	City, State
Titles and Duties –			
Reason for Leaving:		Supervisor's Name	Telephone Number

MILITARY - Branch of Service:

Describe any military training received relevant to the position for which you are applying:

EDUCATION/TRAINING - Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? Yes No

School	Name & Location	Diploma/Degree	Subject Of Specialization
College/University			
Specialized Courses & Training			

EXPECTED SALARY RANGE

OTHER SPECIAL SKILLS - List Other Specific Skills You Have to Offer for This Job Opening:

REFERENCES - Give the Names of Three Persons Not Related to You

Name	Address	Telephone	Occupation

The information on this application is true and accurate to the best of my knowledge.

Signature _____ Date _____