



RANGER ECONOMIC DEVELOPMENT CORPORATIONS / REDC-A & REDC-B JOB DESCRIPTION - ECONOMIC DEVELOPMENT DIRECTOR

TITLE: Economic Development Director **REPORTS TO:** REDC A & B Boards & City Commission
JOB TYPE: Exempt - Full-Time & On-site **HOURS:** 9:00AM - 5:00PM
TRAVEL: Yes **BENEFITS:** To be determined
SUPERVISES: None **SALARY RANGE:** \$50K - \$75K

ABOUT US

Ranger Economic Development Corporation-A (REDC-A) and Ranger Economic Development Corporation-B (REDC-B) are corporations established by the city of Ranger, Texas to help bring new industries into Ranger, in addition to help expansion of existing businesses. Ranger is a 100+ year old farming and ranching community and is fine place to live, raise a family, retire or start a business. Ranger has real estate, at reasonable prices, with reasonable property taxes. The city of Ranger operates under a Home Rule form of government. As of 2020 the estimated population is 2,300 (0% urban, 100% rural). Interstate 20 passes south and east of Ranger, with access from three (3) exits. Fort Worth is 85 miles to the east and Abilene is 65 miles west. The city of Eastland, the county seat, is 10 miles to the west. The city of Ranger has a total area of 7.1 square miles and 1.83% is water. The climate is hot, humid summers and generally mild to cool winters. Downtown Ranger, with some work, could be a prosperous town. Ranger ISD is in a small 2A District. Ranger College is a two year college. The Ranger Airfield (F23), established in 1928, is the third oldest airport in Texas. Nearby Lake Leon provides excellent water as well as fishing and boating, with an 18 hole golf course. The Ranger Economic Development Corporations work to help with building a healthy economy for the citizens of Ranger and for generations.

SUMMARY & OBJECTIVE

The Economic Development Director (EDD) works with, and reports to, the REDC-A and the REDC-B Board Members. The EDD is responsible for facilitating, promoting and ensuring economic development for the city of Ranger to secure opportunities for economic growth, business development, increased employment opportunities and increase the population of Ranger. The Economic Development Director will develop, coordinate, and implement a comprehensive master plan relating to economic development in the city of Ranger and advance the general welfare and economic prosperity of the city of Ranger, the citizens of Ranger and the surrounding area.

ESSENTIAL JOB RESPONSIBILITIES

- **Operate with integrity, ethically and abides by the laws:** Establish, plan, direct, manage and oversee activities and operations of the Ranger Economic Development Corporations (REDCs) which includes: Economic Development, Marketing, Tourism and Main Street Programs.
- **Oversee economic development programs:** Direct the research, analysis and evaluation of economic and technical information to determine feasibility and economic impact of proposed new businesses, business expansions and developments.
- **Analyze Ranger and the area:** Discuss with citizens and conduct research on the best types of businesses for Ranger to develop a comprehensive plan to reach out to these and other types of industries to implement the functional plan for both REDC-A and REDC-B.
- **Economic Development Strategy:** Develop and execute a comprehensive economic development strategy that aligns with the city's long-term goals and objectives. Gather and analyze economic data and trends to inform decision-making and track the progress of economic development efforts.
- **Business Attraction and Retention:** Identify and engage potential businesses and industries for investment in Ranger. Cultivate relationships with existing businesses to promote retention and expansion.
- **New Business / Development Opportunities:** Contact and market the city to outside enterprises. (i.e. private investors, developers, realtors, etc.). Respond promptly and efficiently to any and all corporations / businesses seeking to open operations in Ranger and prepare written correspondence for information requests. Write proposals intended for response to site selectors, City of Ranger and the Governor's Office for Economic Development. Conduct tours of industrial and commercial sites and available facilities.
- **Infrastructure and Site Development:** Collaborate with public and private partners to ensure that infrastructure and available sites are conducive to business growth and development.



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- **Workforce Development:** Partner with educational institutions and workforce agencies to address skill gaps and create a skilled local workforce that meets the needs of current and prospective businesses.
- **Incentive Programs:** Design and administer incentive programs to attract and retain businesses, including tax incentives, grants, and subsidies, in accordance with city policies.
- **Community Engagement:** Foster community support and involvement in economic development efforts through public outreach, education, and engagement initiatives.
- **Grant and Funding Management:** Seek out and secure grants, funding, and other financial resources to support economic development projects and initiatives. Research, review and complete grant applications, actively identifying and pursuing additional sources of funding for the department's programs and develop financing alternatives.
- **Marketing and Promotion:** Develop marketing campaigns and materials to promote Ranger as an attractive destination for businesses and investors. Gather business related data and demographics, and develop marketing materials and post and maintain information on REDCs' website.
- **Policy Advocacy:** Collaborate with city officials and stakeholders to advocate for policies that promote economic growth and remove barriers to development.
- **REDCs Board Communication:** Keep the Board informed through meeting presentations and direct communications on various initiatives. Work closely with the Board Members, City Commissioners and City Administrators to develop a work plan to accomplish REDCs objectives.
- Consult with the REDC Boards, City Commission and other city officials in the development of overall policies and procedures to govern the projects / activities of the department.
- Direct research, analysis and evaluation of financial and technical information to determine feasibility and economic impact of proposed industrial expansions and developments.
- Coordinate economic development negotiations with REDCs Boards and City Commissioners.
- Coordinate activities of the REDCs Boards by developing and administration of the REDCs' budgets.
- Explain and justify REDCs programs, policies, and activities by negotiating and resolving any sensitive and controversial issues.
- Represent the REDCs and act as a liaison to other city departments, elected officials and outside agencies; coordinate activities with other departments and outside agencies.
- Prepare and present reports and other necessary correspondence and keep appropriate parties informed regarding economic development projects, through written reports.
- Establish and maintain effective working relationships with those contacted in the course of work including: city officials, employees, business leaders, civic groups, and the general public.
- Conduct research, organize data, and develop special reports for the Board members, City Commission and others, as needed.
- Principle supervision, training and performance evaluation of construction, engineering and maintenance of new build and re-build construction projects.
- Prepare PowerPoint and other presentations.
- Manage the preparation of print and digital materials for promotion of Ranger.
- Work with various City departments and outside agencies to update statistical information on Ranger.
- Create and maintain relevant office files in both digital and hard formats using Excel, MS Word, Co-Star, Salesforce, JobsEQ, Impact DataSource, and other software services.
- Regularly update the Economic Development website and use social media vehicles to promote Ranger's development.
- Assist in staffing booths at special events by setting up equipment, providing information and positive public relations.
- Create data and photo libraries to be used for RFP's and other presentations / proposals.
- Will be required to work occasional extended hours, nights, and weekends.
- Other duties as assigned.



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EXPERIENCE - EDUCATION - CERTIFICATIONS - TRAINING

- Minimum of two (2) years of Director level management and administrative experience in successful community Economic Development organization.
- Minimum of four (4) years of increasingly responsible experience in community economic development for a city of comparable size or larger.
- Preferred: Minimum of a Bachelor's degree from an accredited college or university with major course work in economic development, marketing, urban planning, public administration, business administration, accounting, engineering or related fields.
- Texas Municipal Clerk Certification (TMCC).
- Certified Texas Open Meeting Acts.

Extensive knowledge and experience with:

- Texas Economic Development corporations, bylaws, ordinances and both 4A & 4B structures.
- Operational functions, services and activities of comprehensive economic development programs.
- Modern and complex principles and practices of public sector management.
- Construction, engineering, city, State of Texas and national building codes.
- Organizational and management practices applied to the analysis and evaluation of programs, policies and operational needs including new program development and administration.
- Methods and techniques of effective Federal and Texas State grant application and proposal preparation.
- Advanced principles and practices of municipal budget preparation and administration.
- 4A and 4B Economic Development Sales Tax Legislation, Hotel Occupancy Tax regulations and other federal, state, and local laws relating to general government management and economic development.
- Principles of supervision, training and performance evaluation of construction, engineering and maintenance of new build and re-build construction projects.
- Pertinent Federal, Texas State and local laws, codes and regulations.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets including State of Texas and Federal grants.
- Analyzing problems, identifying alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Researching, analyzing, and evaluating new service delivery methods and techniques.
- Communicating clearly and concisely, both orally and in writing.

SOFTWARE / HARDWARE EXPERIENCE

- Software Experience preferred - MS Office, Excel, Power Point, Auto Cad, Outlook, Quickbooks, email, project management, marketing, website set-up / maintenance, various enterprise software systems including: communications, accounting, project management, inventory, Federal and State systems, other applicable ERP software and other systems.
- Operate office equipment including, but not limited to, personal computers and printers.

PHYSICAL / WORK ENVIRONMENT

- The work is generally done in an office environment, however, on-site visits with prospective and existing businesses is an essential duty of the position.
- Requires long periods of standing, sitting, walking and lifting items up to 25 pounds.
- Constant talking, hearing, concentrating, judgment, and writing ability.
- Must be able to attend evening and weekend meetings, when needed.
- Able to travel for training and conducting city economic development business.
- Must be able to handle stressful situations and able to resolve conflicts.



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CONDITIONS OF EMPLOYMENT

- Pass drug testing, criminal history background check, and social security number verification.
- Able to live, or currently lives, within 20 miles of Ranger, Texas. Preference is to live within the city limits of Ranger, Texas.
- U.S. Citizen and have valid Texas Class “C” Driver’s License.
- Not have been convicted of a felony.
- Earned Texas Municipal Clerk Certification (TMCC) or enrollment in TMCC within three (3) months.
- Earned Texas Open Meeting Acts Certification or earned certification within three (3) months.

PERFORMANCE FACTORS

- **Achievement of Goals & Objectives:** The Economic Development Direct is reviewed and analyzed on the achievement of the established goals and objectives for each year of employment.
- **Attendance and Dependability:** The EDD can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious, about assignments.
- **Adherence to Budgets, Projections and Project timelines:** Acceptable margins within budgeted and projected revenue and scheduled project timelines.
- **Communication and Contact:** The EDD communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
- **Professional Relationships with Others:** The EDD works effectively and relates well with others Including superiors, colleagues, and individuals inside and outside the organization. The EDD exhibits a professional manner in dealing with others and works to maintain constructive working relationships while accomplishing the EDD duties and responsibilities.

CODE OF ETHICS - SAFETY – REGULATIONS – ASSET PROTECTION

- Abide by the City of Ranger and the REDCs Professional Codes of Ethics and Conduct policies.
- Abide by all laws and regulations pertaining to the City, County, State, and Federal jurisdictions.
- Abide by the REDC-A, REDC-B and the City of Ranger’s Policies and Procedures.
- Respond to all suspicious persons or activities and hazardous conditions.
- Provide instruction and/or guidance for residents, employees and guests for safety in emergencies.
- We are a Drug Free and Alcohol Free Environment.

ADDITIONAL INFORMATION

The REDC-A and REDC-B have exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an “At-Will” relationship. The REDCs are equal opportunity employers.

I have read, understand and agree to the terms and conditions as stated:

EMPLOYEE:

X _____

Print Name _____

Date _____

REDC-A and REDC-B:

X _____

Date _____

Marla Tovar, Chairwoman