



City of Montgomery, TX
Economic Development Assistant Director
Job Description

Department: Administration
Immediate Supervisor: City Administrator
FLSA: Non-Exempt
Pay Grade: 108

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the City Manager's Office, the Economic Development Assistant Director is responsible for planning, coordinating, and implementing the City of Montgomery's economic development programs and initiatives. This position performs high-level professional, administrative, and technical work in support of business retention, expansion, and attraction efforts, job creation, and overall community development.

This role requires a high degree of professionalism, strategic thinking, strong organizational skills, and independent judgment. The Economic Development Assistant Director serves as a key liaison between the City and the business community to further the economic goals and vision of Montgomery.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Develops and implements short- and long-term economic development strategies to support business attraction, retention, and expansion, as well as revitalization and redevelopment goals.
- Designs, monitors, and evaluates economic development programs and initiatives, including incentive programs, business assistance, and marketing of key development sites.
- Oversee the preparation and implementation of special projects, activities, and events that support economic development and the local business community.
- Coordinates with City departments and outside agencies to ensure alignment of economic development goals and infrastructure improvements.
- Leads efforts to attract new businesses and support the growth and retention of existing businesses.
- Serves as liaison to business owners, developers, property owners, and community stakeholders throughout the development and permitting process.
- Provides technical guidance and assistance to businesses on regulations, programs, funding, and site selection.
- Responds to inquiries from prospective businesses and site selectors, prepare customized data and materials, and facilitate access to City resources.
- Maintains and supervises an inventory of available commercial properties and sites, including public and private assets.
- Prepares and maintains comprehensive information on zoning, utilities, taxes, transportation, and related development infrastructure.
- Represents the City at community events, civic meetings, trade shows, and professional conferences.
- Prepares agenda items and delivers presentation to Montgomery Economic Development Corporation on economic development activities and initiatives.



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- Prepares and delivers presentations to the City Council, boards and commissions, civic groups, and the public on economic development activities and initiatives.
- Serves as City liaison to economic development boards, local chambers, community organizations, and regional and state agencies.
- Supports public information efforts and media outreach related to economic development.
- Prepares, administers, and monitors budgets for economic development programs and initiatives.
- Negotiates and manages development agreements, incentive contracts, grants, and related funding sources; ensures regulatory compliance and program accountability.
- Formulates funding strategies and evaluates existing and potential incentives to encourage business investment.
- Conducts research and analysis on market conditions, development trends, and the economic health of the community.
- Prepares reports, data sheets, briefings, and recommendations for City management and elected officials.
- Tracks and reports on the performance and impact of economic development programs.
- Provides project management and administrative oversight for economic development-related activities.
- Attends and participates in relevant professional development to stay current on trends and best practices.
- Performs other related duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Associate's degree in Business Administration, Public Administration, Economic Development, Marketing, Urban Planning, Community Development, or a related field preferred.
- Three (3) years of experience preferred.
- Possession of or ability to readily obtain the Basic Economic Development Courses (BEDC) certificate within 12 months.
- Possession of or ability to readily obtain Certified Economic Developer (CEcD) with in five (5) years.
- Must possess a valid State of Texas Driver's License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and multitasking abilities. Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite software.
- Ability to work flexible hours, including evenings and weekends, as required. Demonstrated ability to work effectively under pressure and manage multiple projects simultaneously.

PHYSICAL DEMANDS AND LOCATION



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- This position is primarily located at City of Montgomery City Hall, however, due to the nature of the position travel in and around the city will be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination.
- The employee will be required to operate a motor vehicle, carry, push, pull, lift or hold up to 50lbs of equipment or furniture.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status. In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.