



City of Irving Job Description

Economic Development Operations Coordinator

FLSA Status:	EXEMPT	Job Department:	Economic Development
Job Code:	22161	Reports To (Job Title):	Economic Development Projects Manager

PURPOSE

To manage, oversee and participate in the Economic Development Department’s business operations functions including budgeting and accounting for the Economic Development Fund and the general operations budgets; oversight of the Enhancement Incentive Grant Programs; contract management for professional services, real estate leases, and development projects; administrative processes and legal requirements for the creation of special development zones; and performance of highly responsible, confidential and complex duties in coordination of initiatives, projects and programs related to Economic Development and Real Estate Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Supervise, manage, and oversee budget development, implementation, monitoring and administration for the Economic Development Fund budget and the general operations budget.
- Coordinate and provide budget oversight to other departments on projects related to Economic Development initiatives, i.e., Heritage Crossing, Las Colinas Urban Center.
- Develop and maintain on-going financial audits for analysis of contracts related to development projects, professional services agreements, Chapter 380 economic development incentives agreements, special event sponsorship agreements, real estate leases of city-owned residential and commercial properties, gas well production leases, and cell tower license agreements, and monitors contracts for compliance of contract terms and reporting.
- Review and process all invoices, compares actual activity against budgeted expenditures, and makes adjustments when necessary.
- Prepare and coordinate contracts and related documents for execution by third party(s) and for mayor’s signature.
- Provide budget oversight and coordination of the Corridor, the Downtown Façade, the Downtown Sign and the Neighborhood Housing Enhancement Incentive Programs to monitor grant funding, City Council awards, and program reimbursements.
- Manage and coordinate administrative processes legally required for the creation of special development zones and associated boards, i.e., Public Improvement Districts (PID), Tax Increment Reinvestment Zones (TIRZ).
- Coordinate department activities with those of other departments and outside agencies and organizations including federal, state, regional, county, and special districts.
- Participate in Economic Development Team strategic planning, budgeting, establishing goals/objectives, policy and procedures and general department administration.
- Develop and review Economic Development Department’s requests for bids, proposals, and qualifications and participates in interviews and recommendations of awards.

- Participate in review of employment applications, interviews and final selection of candidate to fill vacant department positions.
- Develop and coordinate City Council agenda items, resolutions and ordinances for the Economic Development Department and for other departments as related to Economic Development initiatives, projects and programs.
- Coordinate and prepare agendas, documents, presentations, and exhibits for the Irving City Council Planning and Development Committee.
- Develop and maintain comprehensive index and chronology of City Council actions initiated by Economic Development and other departments related to the creation, legal review and financing of economic development initiatives, projects and programs.
- Develop and maintain indexing, archiving and retrieval of electronic and hard copy records.
- Coordinate research and ensures the city's response to a high volume of open records requests related to economic development initiatives, projects and programs is timely and accurate; compile research and responses from outside consultants as well as from other departments.
- Oversee and coordinate travel/training, memberships, and licenses/certifications for Economic Development Team.
- Manage budget and requisitions for supplies, equipment, furniture, etc.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as the Program Manager for the City of Irving's US EPA Brownfields Hazardous Substances Assessment Grant and US EPA Brownfields Petroleum Assessment Grant.
- Develop grant applications, budgets and strategies in compliance with US EPA federal regulations and sound grant management practices;
- Implement performance tracking and measurement reporting for identified programmatic goals, objectives, inputs, outputs and outcomes.
- Provide project management in compliance with federal and state regulations administered by US EPA Region 6 and Texas Commission on Environmental Quality (TCEQ) and coordination with the City's environmental services consultant.
- As relates to property management: provide budget management; maintain home warranties as necessary; create/process purchase orders and accounts payable; establish and monitor automatic monthly payments; review leases for compliance; process/monitor revenue received/invoiced, as well as available funding against actual activity for maintenance contracts;
- Also, as relates to property management: facilitate asbestos surveys and asbestos abatements; facilitate demolitions and code enforcement issues on city-owned residential and commercial properties; identify available funding from Economic Development Fund, Park Bond Fund, Non-Bond CIP Fund or Code Enforcement Funding; and, assure compliance with Asbestos Notification Program and remittance of fees to the Texas Department of State Health Services.
- Special projects and duties as assigned.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 6 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position participates in developing, administering, and coordinating an approximately \$8 million Economic Development Fund, as well as an approximate \$2.3 million operations budget for the Economic Development Department. Further, the position establishes and monitors automatic monthly payments with approximate value of \$3 million related to leases and marketing agreements; develops and maintains on-going financial audits for analysis of contracts related to Economic Development initiatives, projects and programs and Real Estate Services contracts with approximate value of \$6 million; and, provides budget oversight and coordination of the Enhancement Incentive Programs with a combined annual budget of approximately \$375,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree in Business, Accounting, or a closely related field.

EXPERIENCE

- Minimum of five (5) years of increasingly responsible related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.

KNOWLEDGE OF

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution, including strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Finance and Accounting: Budgeting and accounting principles and practices, and the analysis and reporting of financial data.
- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.
- Purchasing Policies and Regulations: understanding local and state purchasing laws and policies governing the procurement of goods and services.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Regulations: Understanding of federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and terminations.

- Open Records Act: Laws and guidelines related to fulfillment of requests for information.
- Office Systems: Administrative and clerical procedures and systems such as word-processing systems, and filing and records management systems.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office suite.
- Industry Software: An understanding of computers sufficient to utilize the Internet, various operational software, such as Banner, MinuteTraq, OnBase, Citrix, GIS and Performance Management Framework, and federal government reporting software - US EPA ACRES.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Mathematics: The operations and interrelationships of numbers, including arithmetic, algebra, and statistics.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.

SKILLS AND ABILITIES IN

- Management of Financial Resources: Determining how money will be spent to get the work done, and accounting for these expenditures within framework of approved budget.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Functional Supervision: Motivating, developing and directing people as they work.
- Operational Assessment: Evaluating current / potential programs and processes for effectiveness and efficiency.
- Customer and Personal Service: Providing customer and personal services.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Mechanical/Technical: Safely operating diverse office equipment including computers, copiers, fax machines, calculators, and telephones.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Active Learning: Working with new material or information to grasp its implications.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Planning: Sensing the environment and setting goals and objectives.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Self-Management: Working well independently and without supervision.
- Organizational Strategies: Tracking multiple variables by sorting, grouping and calendaring.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Maintaining Current Knowledge: Reading, analyzing and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.

- **Mathematical Reasoning:** Understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem.
- **Oral Comprehension:** Listening to and understanding information and ideas presented through spoken words and sentences.
- **Written and Oral Expression:** Communicating information and ideas in writing, as well as through speech, so others will understand.
- **Reading Comprehension:** Reading and interpreting documents.
- **Interactive Presentation:** Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers, including deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Inductive Reasoning:** Combining separate pieces of information or specific answers to problems to form general rules or conclusions, including coming up with a logical explanation for why a series of seemingly unrelated events occur together.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

This position regularly has contact with Irving City Council, attending the Irving City Council Planning and Development Committee meetings. Furthermore, in the course of performing its duties, the position engages with city staff at all organizational levels.

Externally, the position also regularly interacts with the Greater Irving Las Colinas Chamber of Commerce, the Irving Hispanic Chamber of Commerce, as well as other organizations with whom partnerships related to economic development goals and special projects are developed. Also, it regularly engages developers, real estate brokers, contractors, and the general public, responding to inquiries and requests. Often, this role works with consultants, coordinating professional services agreements related to development projects and the implementation of initiatives and programs.

Broadly, it engages with professional and industry associations related to professional development, memberships, etc. Additionally, the position contacts multiple regulatory agencies, which includes the Texas Department of State Health Services (TDSHS), the U.S. Environmental Protection Agency (EPA), and the Texas Commission on Environmental Quality (TCEQ). These contacts are essential for assuring program compliance.

EQUIPMENT AND PROPERTY

The employee utilizes a full range of general office equipment, including: computers, printers, copiers/scanners, fax, telephone system, and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen, see, sit, and/or talk. Frequently, s/he is required to carry, lift up to 20 pounds, stand, and/or walk. S/he occasionally is required to grasp, pull, push, reach, and/or stoop.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee works in a typical office environment and the noise level is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.