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GERONIMO HERNANDEZ
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Venus Community Service Development Corporation

Monday, September 27, 2021, 6:00 PM

Venus Civic Center
210 South Walnut Street
Venus, Texas 76084
SPECIAL CALLED AGENDA

Page

1. Call to Order, Roll Call, Invocation, Pledge of Allegiance

2. Public Comment Period

Citizens may sign up before the meeting begins and will be allowed up to 5 minutes to address the Board. No personal attacks on any appointed official or city employee will be allowed.

3. Presentations

- 3.1. Presentation by Heartland Park & Recreation, LLC.
Jennie Morgan and Jana Champagne will present.

4. Discussion & Consideration items

- 4.1. Discuss and consider job requirements and job description for
Community Economic Development Director.

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[Economic Development Director Job Description.pdf](#) 

I make a motion to_____.

5. Adjourn

In accordance with Texas Government Code, Section 551.001, et seq. the Venus Community Development Corporation may recess into Executive Session (closed meeting) at any time during this meeting to discuss matters listed on the agenda or if any of the following matters

should arise during the course of the meeting §551. Consultations with Attorney; §551.072 Deliberations regarding Real Property, §551.074 Personnel Matters, §551.076 Deliberations regarding Security Devices, §551.087 Deliberations regarding Economic Development Negotiations.

This is to certify that a copy of this Notice of Meeting was posted on the bulletin board of City Hall, 700 W Hwy 67, Venus TX, at a place readily accessible to the general public at all times, and to the City's website, **www.cityofvenus.org**, not less than 72 hours prior to the meeting.

Callie Green,
City Secretary

If you plan to attend the public meeting and have a disability requiring accommodation, please make your request at least 48 hours in advance of the meeting, if possible. To make arrangements call (972) 366-3348 and leave a message if it is after hours. Thank you.



700 W US Hwy 67
Venus, Texas 76084
Telephone: 972-366-3348

JOB CLASSIFICATION: Community Economic Development Director
DEPARTMENT: Administration

SALARY: \$65,000
Full-time/Non-Exempt

JOB DESCRIPTION:

Under the general supervision of the City Administrator and with direction from the Venus Community Service Development Corporation (VCSDC), the Community Economic Development Director performs a variety of administrative, technical, and professional work in preparation and implementation of economic and community development plans, programs, and services.

FUNCTIONS AND DUTIES:

- Directs economic development initiatives to achieve the goals and objectives outlined by the VCSDC.
- Performs a variety of administrative, technical and professional work in preparation and implementation of economic and community development plans, programs, and services.
- Identify and assess funding opportunities for economic/community development growth and ensure viability of the organization.
- Develop and maintain a well-defined marketing strategy for the community.
- Develop and implement a business retention and expansion program to include regular verbal communication with business owners.
- Work to attract prospective commercial and retail development to the area.
- Identify and resolve issues and opportunities relative to existing business, their sustainability, and expansion.
- Assess the strengths and weaknesses of the community and area of economy on an annual basis and develop strategies that will capitalize on the strengths and eliminate/reduce weaknesses.
- Advise the Board of Directors on policies and activities.
- Develop and disseminate reports, planning and budget documents.
- Develop and implement budget recommendations.
- Prepare and manage VCSDC agendas as directed by the Mayor, Board President, and City Administrator.

- Compile supporting documents for agenda and attend evening meetings of the VCSDC and City Council, as needed.
- Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals as established by the City.
- Maintain all projects that are approved by the VCSDC.
- Cultivate, nurture and sustain strong relationships with appointed officials, business owners, elected officials and other stakeholders of the community that are framed by the City's vision, values and interests.
- Plan and execute community events to increase community involvement.
- Prepare grant proposals and applications, contracts and other necessary documents as may be required for necessary community services.
- Act as liaison to the Chamber of Commerce and other community groups as directed by the City Administrator.
- Coordinate information activities on City programs and oversee a centralized public information program including but not limited to news releases, newsletters and other publications on various City programs.
- Participate on a variety of boards, commissions, and committees.
- Attend professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, and to represent the interest of the City of Venus on matters related to economic development.

OTHER DUTIES:

Please note this job description is not designed to cover or contract a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of economic development best practices.
- Knowledge of industry trends, growth patterns and market projections.
- Knowledge of economic and community development principles.
- Knowledge of budget management principles.
- Skilled in cultivating professional relationships with a variety of stakeholders.
- Skilled in managing municipal processes.
- Skilled in management and supervision.
- Skilled in problem solving.
- Skilled in operating computers and job-related software programs.
- Skilled in interpersonal relations.

- Skilled in preparing, developing, and presenting information to public officials, developers, contractors, consultants, and the public.
- Skilled in grant writing and management.
- Manage and direct a comprehensive economic development program.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field preferred.
- A minimum of five (5) years of progressively responsible experience in community and/or economic development projects, with two (2) years at the Director level.
- Must pass a post-offer pre-employment drug screening, post-offer physical exam, and post-offer background check.
- Must possess a valid State of Texas Driver's License.

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in both internal and external environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to long hours and evenings.