



Executive Director Economic Development and Planning & Zoning

DESCRIPTION AND QUALIFICATIONS:

Under the direction of the City Manager, the Executive Director of Economic Development/Planning and Zoning supports the operation of the Burkburnett Development Corporation and promotes City economic development initiatives, planning and zoning. The Executive Director plans, organizes, and directs economic development activities to expand the property and sales tax base, encourages the creation of jobs and is responsible for the administration of all City Subdivision and Planning and Zoning policies. The Executive Director is highly visible and is in constant contact with the public, city employees, civic groups, local businesses and local developers.

KEY DUTIES INCLUDE:

- Develops and carries out plans to attract new businesses and to expand or retain existing businesses;
- Assists businesses that are interested in locating in Burkburnett;
- Compiles and maintains critical information desired by development prospects such as economic data, land/structure availability, and market information;
- Builds and maintains effective relationships with the business community, City departments, real estate developers, advisory groups, government agencies, and citizens;
- Coordinates activities with City Departments;
- Implements short and long-term economic development strategies;
- Presents proposed programs and projects to business community groups, Burkburnett Development Corporation, City Council, Planning & Zoning Board.
- Researches, analyzes, and reports on economic and market trends;
- Proposes and writes resolutions, ordinances, staff reports, and other official documents as required related to economic development;
- Prepares and manages the Corporation budget.
- Responsible for the administration of all City Subdivisions, Planning & Zoning policies.
- Direct oversight of the Planning and Zoning Board and the Zoning Board of Adjustments.
- Supervision and direction of inspection activities in the enforcement of City's building codes.

POSITION REQUIREMENTS:

- Well-developed interpersonal skills and abilities
- Ability to establish effective working relationships inside and outside of City
- Ability to remain politically neutral
- Financial management experience
- Good customer service skills
- Knowledge of laws, ordinances, and regulations regarding land use & property development
- Knowledge of the Open Meetings Act and Open Records Act

- Knowledge and experience with Microsoft Office, Word, Excel, and PowerPoint

MINIMUM QUALIFICATION:

- Bachelor's degree in a related field, five years of work experience in related field, or any combination of education and experience which provides the required knowledge, skills, and abilities to perform duties of the job.
- Excellent communication skills; written and verbal.
- Knowledge of municipal government organization, operations, policies, procedures, municipal planning & zoning, building and code enforcement.
- Certified Economic Developer or can obtain certification within 12 months of employment.
- Class C driver's license
- Experience with a 4A or 4B corporation preferred.