



## Fort Bend County Job Description

Job Title: Director of Economic Opportunity & Development      Job Code: J13XXX

Department: Economic Opportunity & Development      Department Number:

Supervisor: Commissioners Court      FLSA Status: E

Supervises: Department Staff      Job Grade: 16

SIP/DOT: N/A      Policy Group: P/M

**Job Summary:** The Director of Economic Opportunity & Development will lead the establishment and operations of the Fort Bend County Economic Opportunity & Development Department. The Department will spearhead financially, environmentally, and socially sustainable economic development that promotes, community business development, workforce development, job training, equity and opportunity for all. It will facilitate initiatives that aim to create business and workforce opportunities, develop and implement policies and programs that create economic pathways for Fort Bend County residents who have been historically disenfranchised and marginalized, and ensure the continued outlook of Fort Bend County as a highly sought-after place to live and do business.

The Director will report directly to Fort Bend County Commissioners Court, which serves as the administrative head of the Fort Bend County government.

### Essential Duties and Responsibilities:

The Director will collaborate with community members, businesses, government agencies, experts, developers, and other relevant stakeholders, to establish an inclusive vision for the Department that aims to enhance economic mobility and opportunity for all Fort Bend County residents, while advancing the continued strength, resilience, and vitality of our region's economy.

- Oversee and direct the functions of the Department to achieve departmental goals.
- Establish a long-term economic development plan for Fort Bend County that meets the needs of our residents, and ensure the continued growth of our economy.

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- Establish and coordinate implementation of scalable programs and initiatives that further equitable economic development, community business development, workforce development, job training, in the fulfillment of Fort Bend County contracts and services, including programs and initiatives that:
  - Expand equitable employment opportunities and participation of Minority and Women Business Enterprises/Small Business Enterprises/Disadvantaged Business Enterprises in Fort Bend County contracts;
  - Enhance Fort Bend County workforce development activities and occupational training opportunities;
  - Monitor and enforce contract compliance, subcontractor utilization, and wage rate compliance; and
  - Facilitate access to capital, loans, or grants for businesses and nonprofits that serve a significant need (e.g., businesses in food or bank deserts).
- Manage business incentive initiatives, in coordination with the County Judge and respective precinct commissioners, including the administration of the tax abatement process, tax incentive reinvestment zones (TIRZ), etc., to recruit and retain high-demand industries and development to our region.
- Establish and implement a community engagement plan to inform the Department's work.
- Develop strategic partnerships with government stakeholders, business leaders, advocacy organizations, chambers of commerce, developers, and experts to facilitate and support the Department's objectives.
- Inform Commissioners Court about the initiatives, programs, and activities of the Department.
- Perform any additional duties as delineated by the Fort Bend County Commissioners Court related to the objectives of the Department.

**NOTE:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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### MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's Degree, required  
Masters Degree in Business Administration or related field, preferred

Required  
Experience:

- Minimum of five (5) years full-time, paid, related professional experience with a delineated progression in job responsibilities, including related to team building and management, decision-making, consensus building, and community engagement.
- Minimum of three (3) years management and/or strategic planning experience.
- Demonstrated commitment to diversity, equity, and inclusion.
- Demonstrated ability to drive organizational culture and build/manage high performing teams.
- Comfortability providing counsel to, interfacing with, and obtaining feedback from a diverse range of stakeholders, including at the executive level.
- Ability to continuously learn about other areas affecting economic opportunity in Fort Bend County, including, but not limited to, transportation, education, infrastructure, flood management, and criminal justice.
- Ability to build and manage a team with expertise in relevant areas, including, but not limited to, procurement contracting, subcontractor utilization and/or wage rate compliance experience.

Preferred  
Experience:

- Minimum ten (10) years management experience in the public sector and/or a public-facing role.
- Background or demonstrated experience in economic development, workforce development, workers' rights, M/W/DBE program management, community business support, and/or community development.
- Experience evaluating data and/or an ability to communicate key details about data to stakeholders unfamiliar with analytics.
- Demonstrated success implementing community business programs and/or workforce development initiatives.

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Skills and Abilities:

Strong writing skills. Ability to interact and deal effectively with other employees, elected and appointed officials, department heads and the public. Strong organizational skills, ability to communicate verbally, and in writing. Strong supervisory, interpersonal skills, including persuasion, diplomacy and problem solving to deal effectively with the public, other employees and elected officials. Ability to use discretion and intelligible through process in making responsible decision without supervision.

Special  
Requirements:

Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Essential  
Behavioral  
Expectations:

Equipment Used:

Telephone  
Personal Computer  
Photocopier  
Audio/Visual Equipment

Fax Machine  
Calculator  
Automobile

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Contacts:

Daily contact with co-workers, department employees, employees in other departments, the public and elected officials in person or on the telephone, to provide service and/or information, exchange routine and confidential information and provide instructions; frequent contact with regulatory agencies and outside community organizations in person or on the telephone to provide service and/or information and to exchange vital information; occasional contact with contractors and vendors in person or on the telephone to exchange routine information.

Supervision  
Required:

Works under broadly defined guidelines; uses independent judgment to determine standards to apply or adjust.

Physical  
Demands:

Requires daily use of hands and/or fingers to grasp, handle, pick-up, pinch, type, and/or feel; frequent standing, walking, sitting and talking; occasional lifting of objects up to 25 pounds, stooping, kneeling and/or crouching, and reaching with hands or arms; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception and ability to adjust focus.

Work  
Environment:

Work is performed primarily in a climate-controlled private office and is open to the public and office traffic. Noise level is quiet.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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