



**ECONOMIC DEVELOPMENT
CORPORATION BOARD OF DIRECTORS**

Location:

City of Edinburg, City Hall-Council Chambers
415 W. University Drive, Edinburg, Texas

JUNE 5, 2023

SPECIAL MEETING AGENDA

5:30 PM

1. CALL TO ORDER, ESTABLISH A QUORUM

A. Pledge of Allegiance.

2. CERTIFICATION OF PUBLIC NOTICE

3. DISCLOSURE OF CONFLICT OF INTEREST

4. PUBLIC COMMENTS

A specific portion of the meeting shall be dedicated to allowing Public Comments which will be limited to three(3) minutes. Please note that this public comment period is not interactive. The Edinburg EDC Board may not respond to public comments.

If a resident desires to make a public comment in person, please complete the Public Comments Form which will be located outside of the City Council Chambers and submit the completed form to the Economic Development staff prior to the commencement of the Edinburg EDC Board meeting. We ask for everyone's cooperation in following this procedure.

All requests must be received beginning at 9am and end immediately before the start of the meeting. Your request should include your name, address, and telephone number. We ask for everyone's cooperation in following this procedure.

5. DIRECTOR'S REPORT

A. Economic Development Report

6. REGULAR AGENDA ITEMS

- A. Consider approval of Minutes for the Special Board Meeting held on May 1, 2023.
- B. Discussion and possible action on amending the EEDC Organizational Chart

7. EXECUTIVE SESSION

The EEDC will convene in Executive Session, in accordance with the Texas Open Meetings Act, Vernon's Texas Statutes and Codes Annotated, Government Code, Chapter 551, Subchapter D, Exceptions to Requirement that Meetings be Open. The EEDC May Elect To Go Into Executive Session On Any Item Whether Or Not Such Item Is Posted As An Executive Session Item At Any Time During The Meeting When Authorized By The Provisions Of The Open Meetings Act.

- A. Deliberation regarding economic development projects and possible action related to projects (§55.087 Deliberation Regarding Economic Development Negotiations: §551.071 Consultation with Attorney; §551.072 Deliberation Regarding Real Property; Closed Meeting)
 - 1. Project 25
 - 2. Project NIP Tenant
 - 3. Project Goliath
 - 4. Project Gas
 - 5. Project SB Rental
 - 6. Project Uno
 - 7. Project Sweets
 - 8. Project Wilson
 - 9. Project Salad
 - 10. Project Cook
 - 11. Project Loaf
 - 12. Project Spring
 - 13. ICSC leads/prospects
 - 14. Parking Garage
- B. Discussion and possible action regarding pending litigation. (§551.071. Consultation with Attorney; Closed Meeting)
- C. Discussion and possible action regarding potential litigation. Santana Textiles (§551.071. Consultation with Attorney; Closed Meeting)

8. OPEN SESSION

The EEDC will convene in Open Session to take necessary action, if any, in accordance with Chapter 551, Open meetings, Subchapter E, Procedures Relating to Closed Meeting, §551.102, Requirement to Vote or Take Final Action in Open Meeting.

9. ADJOURNMENT

I hereby certify this Notice of an EEDC Meeting was posted in accordance with the Open Meetings Act, at the City Offices of the City of Edinburg, located at the 415 West University entrance outside bulletin board visible and accessible to the general public during and after regular working hours.

This notice was posted on June 2, 2023 at 5:10 pm.

By: /s/ Raudel Garza

Signature:

*Name: Raudel Garza, EEDC Executive Director
City of Edinburg, Texas*

Edinburg Economic Development Corporation

Meeting Date: June 5, 2023

Economic Development Report

1. Agenda Item:

Economic Development Report.

2. Description/Scope:

Raudel Garza, Executive Director will present an update on the EEDC Department Status Report.

3. Estimated Timeline:

N/A

4. Budget:

N/A

5. Procurement/Selection Process:

N/A

6. Staff's Recommendation:

N/A

7. Justification:

Director's Report is presented on a monthly basis.

/s/ Raudel Garza, EEDC

ATTACHMENTS

Attachment A: Director's Status Report

Approved:	_____
Not Approved:	_____
Tabled:	_____
No Action:	_____

Department Status Report

Edinburg, Texas Unemployment Data

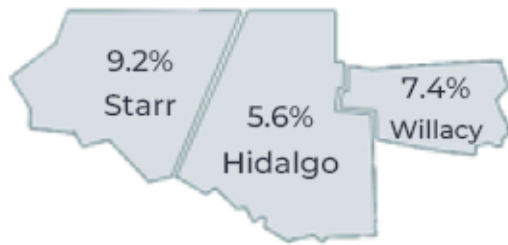
Labor Market Report April 2023



Unemployment Rates

Workforce Solutions WDA

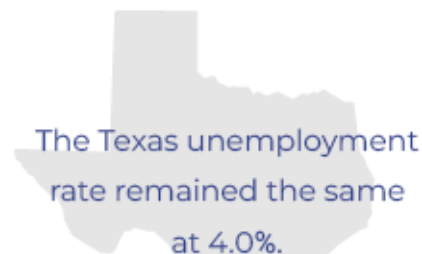
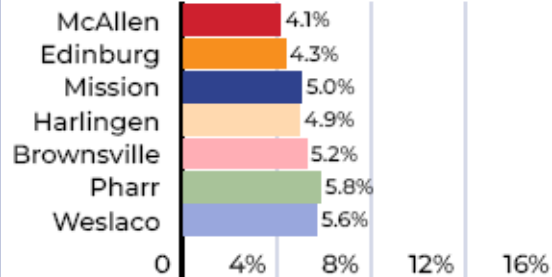
decreased from 6.7% to 5.8%



RGV 5.6%  **0.9%**

April-23

March-23



Seasonally Adjusted



Indicates a decrease in Unemployment Rate



Indicates an increase in Unemployment Rate



Labor Market Information for Rio Grande Valley & Laredo Areas

NOT SEASONALLY ADJUSTED FIGURES

Geographic Area	Apr-23			Mar-23	Apr-22		
	Civilian Labor Force	Unemployed	Rate	Rate	Civilian Labor Force	Unemployed	Rate
USA	166,221,000	5,146,000	3.1%	3.6%	163,449,000	5,458,000	3.3%
Texas	15,019,711	551,199	3.7%	4.2%	14,592,934	516,170	3.5%
Workforce Solutions	412,400	24,089	5.8%	6.7%	404,089	25,609	6.3%
Hidalgo County	380,373	21,282	5.6%	6.4%	371,549	22,262	6.0%
Starr County	24,542	2,254	9.2%	11.0%	25,124	2,692	10.7%
Willacy County	7,485	553	7.4%	8.6%	7,416	655	8.8%
McAllen	71,919	2,952	4.1%	4.7%	70,001	2,917	4.2%
Mission	37,114	1,838	5.0%	5.9%	36,399	2,086	5.7%
Edinburg	51,167	2,202	4.3%	5.0%	49,746	2,118	4.3%
Pharr	33,465	1,934	5.8%	6.7%	32,792	2,122	6.5%
San Juan	16,375	1,017	6.2%	7.1%	16,133	1,195	7.4%
Weslaco	18,073	1,005	5.6%	6.4%	17,621	1,019	5.8%
Workforce Solutions Cameron	180,430	9,313	5.2%	5.9%	177,081	9,430	5.3%
Harlingen	26,543	1,306	4.9%	5.6%	26,031	1,305	5.0%
Brownsville	81,165	4,250	5.2%	6.1%	79,610	4,253	5.3%
San Benito	9,746	529	5.4%	6.1%	9,620	590	6.1%
Workforce Solutions S. Texas	125,432	4,932	3.9%	4.5%	123,540	5,082	4.1%
Webb County	119,149	4,586	3.8%	4.4%	117,364	4,660	4.0%
Laredo	114,291	4,387	3.8%	4.4%	112,568	4,447	4.0%

SEASONALLY ADJUSTED FIGURES

USA	166,688,000	5,657,000	3.4%	3.5%	163,950,000	5,968,000	3.6%
Texas	14,960,308	605,663	4.0%	4.0%	14,642,266	559,081	3.8%

Source: Texas Workforce Commission, Texas Labor Market Review, May 2023 issue.

Unemployment Recap:

- The Texas (seasonally adjusted) unemployment rate remained the same at 4.0%
- Hidalgo County's (not seasonally adjusted) unemployment rate decreased -0.8% to 5.6%
- Edinburg (not seasonally adjusted) has the second lowest unemployment rate in the RGV at a rate of 4.3%

Marketing Activities

Update on ICSC Conference

- Held on May 22-23, 2023
- Las Vegas, NV

Upcoming...

RGV Partnership's "RGV2DC"

- Networking opportunity to engage with Congressional leaders, participate in panel discussions with influential figures and meet policymakers and industry leaders.
- Washington, D.C. June 6-9th
- Councilmember Daniel Diaz and Carlos Garza will attend on behalf of EEDC

Upcoming Conferences

TEDC Mid-Year Conference

- June 21-23, 2023
- Dallas, TX

Upcoming Events

Edinburg Chamber of Commerce "Texas Cook'em: High Steaks"

- June 30th: Aaron Watson
- July 1st : Fooz Fighters, No Doubt Tribute, Firework Show
- Location: Ebony Hills Golf Course
- EEDC sponsored \$15,000
 - 20x20 Booth space
 - Logo on Welcome sign
 - Logo placed on event poster
 - Prominent placement of Agency banners
 - Print media AD recognition
 - Radio and TV recognition
 - Recognition in Chamber E-Newsletter & Social Media
 - MC acknowledgement as Title Sponsor
 - Welcoming remarks before headlining act (Aaron Watson)
 - Big check presentation
 - Complimentary Team Entry
 - 16 event T-Shirts
 - 2 Tables (10) at Concert Pit with VIP amenities

Updates

- City Council re-appointed the following board members for a 3-year term on 5/16/2023.
 - Veronica Gonzales – President
 - Raul Resendez – Secretary
 - Eddie Garza - Director

Edinburg Economic Development Corporation

Meeting Date: June 5, 2023

Consider approval of Minutes for the Special Board Meeting
held on May 1, 2023.

1. Agenda Item:

Consider approval of Minutes for the Regular Board Meeting held on May 1, 2023.

2. Description/Scope:

Minutes transcribed by Jacqueline Guerra. See attached.

3. Estimated Timeline:

N/A

4. Budget:

N/A

5. Procurement/Selection Process:

N/A

6. Staff's Recommendation:

EEDC Executive Director has reviewed the Minutes and recommends approval.

7. Justification:

Meeting minutes are presented on a monthly basis.

/s/ Raudel Garza, EEDC

ATTACHMENTS

Attachment A: Attachment A: EDC Minutes for 5-1-2023

Approved:	_____
Not Approved:	_____
Tabled:	_____
No Action:	_____



MINUTES OF THE
EDINBURG ECONOMIC DEVELOPMENT
CORPORATION BOARD OF DIRECTORS

LOCATION:

City of Edinburg, City-Hall Council Chambers
415 W. University Drive. Edinburg, Texas

MAY 1, 2023
SPECIAL MEETING
5:30 PM

PRESENT: Veronica Gonzales, President
Raul Resendez, Secretary
Daniel “Dan” Diaz, Councilmember
Sabrina Walker Hernandez, Director
Eddie Garza, Director
Aaron “Ronny” Rivera, Treasurer

LATE: Roland Gomez, Vice President

STAFF: Raudel Garza, Executive Director
Jacqueline Guerra, Administrative Specialist
Omar Ochoa, City Attorney

1. CALL TO ORDER, ESTABLISH QUORUM

President, Veronica Gonzales, called the meeting to order at 5:32 PM.

Raudel Garza, Edinburg EDC Executive Director, proceeded to roll call and established quorum.

For record, at this time, Vice President Roland Gomez was absent.

A. Pledge of Allegiance

2. CERTIFICATION OF PUBLIC NOTICE

Mr. Garza confirmed the public notice was posted in accordance with the Texas Open Meetings Act, on April 28, 2023 at 5:00 PM.

3. DISCLOSURE OF CONFLICT OF INTEREST

City Attorney, Omar Ochoa, stated a conflict of interest exists if a board member or a member of that person's family has a qualifying financial interest in an agenda item. If there is a conflict of interest, the board director cannot participate in discussion or vote on the agenda item.

There were no conflicts of interest disclosed.

4. PUBLIC COMMENTS

A specific portion of the meeting shall be dedicated to allowing Public Comments which will be limited to three (3) minutes. Please note that this public comment period is not interactive. The Edinburg EDC Board may not respond to public comments. If a resident desires to make a public comment in person, please complete the Public Comments Form, which will be located outside of the City Council Chambers and submit the completed form to the Economic Development staff prior to the commencement of the Edinburg EDC Board meeting. We ask for everyone's cooperation in following this procedure.

There were no public comments.

5. DIRECTOR'S REPORT

Mr. Garza provided an update on Labor Market Report and stated that Edinburg has second lowest unemployment rate in the valley at 5.0%. The Sales Tax numbers are looking strong at a 14% monthly increase and 8% year-to-date increase.

Some of the marketing activities attended by Mr. Garza in March, include the Site Selectors Guild (SSG) Annual Conference in San Antonio, TX. There are 62 Site Selectors who are part of the Guild and Mr. Garza was able to meet with most of them.

As part of Team Texas, Mr. Garza attended MRO Americas, a aviation and aeronautical industry trade show focused on maintenance and repair operations and vendors for MROs.

The EDC held an Economic Development Round Table event, to give land owners, brokers and developers and opportunity to give us information on their properties. This information will help us get ready for ICSC coming up in May.

Other upcoming activities, include a TEDC mid-year conference in June, ICSC conference in Las Vegas and an RGV Partnership reception.

Upcoming events include, RGV Partnership's National Small Business Week" Luncheon and Edinburg Chamber of Commerce's "Texas Cook'em: High Steaks" events.

A VIDA presentation will be provided by Felida Villarreal on the progress of the program.

Questions and concerns on the ICSC event were aired by President Gonzales, Councilman Diaz, and Board member Resendez.

At this moment, EDC Vice-President Roland Gomez joined the meeting at 5:41pm.

6. REGULAR AGENDA ITEMS

A. Consider approval of Minutes for the Special Board meeting held on May 1, 2023.

President Veronica Gonzales asked if everyone had the opportunity to review the minutes to which all confirmed.

MOTION TO APPROVE MINUTES WAS MADE BY COUNCILMEMBER DAN DIAZ AND SECONDED BY DIRECTOR SABRINA WALKER HERNANDEZ. MOTION CARRIED UNANIMOUSLY.

B. Presentation of year-to-date Financial Report ending in February 28, 2023.

Interim Finance Director for the City, Flor Segura gave a brief presentation on the financials. Some questions were raised related to some of the reporting and were answered by Flor and Raudel. Direction was given by the Board on some of their preferences for the next financial report.

NO MOTION OR ACTION WAS NEEDED FOR THIS ITEM.

C. Presentation and update on VIDA (Felida Villarreal)

President of VIDA, Felida Villarreal proceeded to give an update and thank the board for this year's support and the opportunity to reestablish the partnership between Edinburg and VIDA. Information was shared on the success that VIDA has had in Edinburg at this time. Twenty-five students have been served using the \$50,000 EDC contribution. Question and answers ensued. Some of the Board members made some suggestions on how to recognize the participants and allow for the Board to celebrate success alongside with them.

NO MOTION OR ACTION WAS NEEDED FOR THIS ITEM.

D. Consider approval of request from Edinburg Chamber of Commerce to sponsor Texas Cook'em High Steaks event.

Executive Director of the Edinburg Chamber of Commerce, Ronnie Larralde addressed the board and thank them for having him here today and proceeded to play a recap video of last year's event. Mr. Larralde expressed that Texas Cook'em is one of the premier events in the cook off world. Last year they had over 80 teams participated in this event and 80% came from outside of Edinburg. The winner gets invited to the Kansas City World Championship Cook Off. He stated the Edinburg's cook off will focus on the "steak" and that the winner will go to the World Championship in Forth Worth. Last year they had over 8,000 people attend this free event. He stated the event is a quality of life event that has an economic impact on the city because people stay at local hotels, gas up and go shopping and eat at local restaurants. Mr. Larralde expressed his excitement and that he looked forward to the continued partnership with the EEDC. Mrs. Gonzales stated that the EDC has gone through half of their sponsorship budget and that the amount that he is requesting of \$20,000 is a "steep" amount. She added that although the event has an economic impact, it is not necessarily a job creator. She then asked Mr. Larralde if there was an opportunity for a lesser amount. Executive Director Raudel Garza then asked how much did the EDC contribute to last year. Mr. Larralde responded "\$15,000" and stated that they would be happy

to stay at the same partnership level as last years. Mrs. Gonzales asked who are the big contributors to this event. Mr. Larralde stated that HEB has been the biggest partner at the corporate level and now their San Antonio office is also involved. Councilmember Daniel Diaz asked what are the dates of the event and if there was going to be a “freedom jump”. Mr. Larralde stated that it’s a two day event from June 30th-July 1st and confirmed that they will have a “freedom jump” again this year. Mrs. Gonzales asked if a band has been secured to which Mr. Larralde answered “yes” but can’t announce it just yet.

MOTION TO APPROVE SPONSORSHIP AT \$15,000 WAS MADE BY TREASURER AARON RIVERA AND SECONDED BY DIRECTOR EDDIE GARZA. MOTION CARRIED UNANIMOUSLY.

E. Consider approval of request from RGV Partnership to sponsor a Networking event at ICSC conference.

Executive Director Garza asked that the Board consider approval of a \$2,500 sponsorship for the Rio Grande Valley Partnership’s networking event at ICSC in Las Vegas. There was some deliberation and discussion on the matter.

MOTION TO APPROVE SPONSORSHIP AT \$1,500 WAS MADE BY PRESIDENT VERONICA GONZALES AND SECONDED BY VICE PRESIDENT ROLAND GOMEZ. MOTION CARRIED UNANIMOUSLY.

7. EXECUTIVE SESSION

The board entered executive session at 6:20pm

MOTION TO ENTER EXECUTIVE SESSION WAS MADE BY TREASURER AARON RIVERA AND SECONDED BY DIRECTOR EDDIE GARZA. MOTION CARRIED UNANIMOUSLY.

The EEDC board convened in executive session, in accordance with the Texas Open Meetings Act, Vernon’s Texas Civil Statutes annotated, government code, chapter 551, subchapter D, exceptions to requirements that meetings be open, to deliberate under the following **section**:

- **SECTION 551.071, CONSULTATION WITH ATTORNEY**
- **SECTION 551.072, DELIBERATION REGARDING REAL PROPERTY**
- **SECTION 551.087, DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS**

The EEDC board may elect to go into executive session on any item whether or not such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act. The board will deliberate the following item:

- A. Deliberation and possible action regarding economic development negotiations (Review Economic Development Projects: Sez, Louisiana, Back Office, RGV CDL/AIOS, Folk Art, Gray Wolf, Uno, Electric, Glass, Sweets, Kiss, Smoke, Loaf, Repeat, Eagle, Stretch, Wilson). (§551.087 Deliberation Regarding Economic Development Negotiations; §551.072. Deliberation Regarding Real Property; §551.071. Consultation with Attorney; Closed Meeting.)
- B. Discussion and possible action regarding the purchase, exchange, lease, or value of real property regarding EEDC office space (§551.072 Deliberation Regarding Real Property; Closed Meeting).
 - EEDC Office Space
 - Resource Center
 - Cano Warehouse

8. OPEN SESSION

The EEDC convened in Open Session to take necessary action, in accordance with Chapter 511, Open meetings, Subchapter E, Procedures Relating to Closed Meeting §551.102, Requirement to Vote or Take Final Action in Open Meeting.

The EDC board reconvened for open session at 9:29 PM.

MOTION TO OPEN SESSION WAS MADE BY DIRECTOR EDDIE GARZA AND SECONDED BY TREASURER AARON RIVERA. MOTION CARRIED UNANIMOUSLY.

For record, Director Sabrina Walker Hernandez left executive session at 8:33 pm.

MOTION TO APPROVE PROJECTS “LOUISIANA, BACK OFFICE, RGV CDL/AIOS, FOLK ART, SMOKE, REPEAT, STRETCH AND EEDC OFFICE SPACE” AS DISCUSSED IN EXECUTIVE SESSION WAS MADE BY DIRECTOR EDDIE GARZA AND SECONDED BY VICE PRESIDENT ROLAND GOMEZ. MOTION CARRIED UNANIMOUSLY.

9. ADJOURNMENT

There being no further business to consider, the meeting adjourned.

**MOTION TO ADJOURN MEETING WAS MADE BY TREASURER
AARON RIVERA AND SECONDED BY VICE PRESIDENT ROLAND
GOMEZ. MOTION CARRIED UNANIMOUSLY.**

Minutes Transcribed by:

Jacqueline Guerra, Administrative Specialist, Edinburg Economic Development Corporation

The board of directors approved the meeting minutes on _____, 2023.

EDINBURG ECONOMIC DEVELOPMENT CORPORATION:

Raul Resendez, Edinburg EDC Secretary

Edinburg Economic Development Corporation

Meeting Date: June 5, 2023

Discussion and possible action on amending the EEDC Organizational Chart

1. Agenda Item:

Discussion and possible action on amending the EEDC Organizational Chart

2. Description/Scope:

Executive Director will review his proposed changes to the organizational chart and the revised job descriptions for the Project Manager positions. Additionally, discussion on future hires to complete the staff for EEDC will be reviewed.

3. Estimated Timeline:

Immediate

4. Budget:

Changing job titles and revising the job duties won't necessarily impact the budget. Personnel qualifications and experience are expected to line up with existing budgetary parameters.

5. Procurement/Selection Process:

Amending the organizational chart does not require any procurement.

6. Staff's Recommendation:

Approval of the amended organizational chart as presented.

7. Justification:

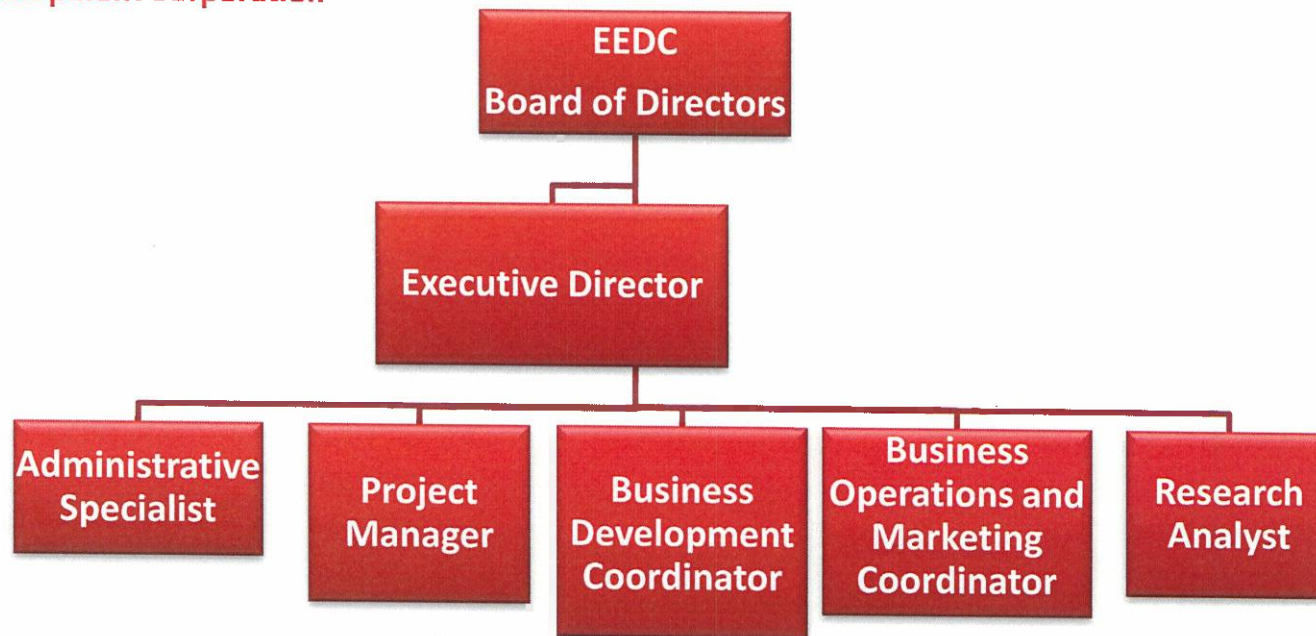
EEDC needs people who are knowledgeable in the marketing of the community, as well as being well-rounded in the economic development, financial, and overall business fields. The project manager position is the "sales" force for the organization and the amendments to the organizational chart help streamline the Executive Director's vision of how to accomplish the Work Plan adopted by the Board and City Council.

ATTACHMENTS

Attachment A: Current Organizational Structure
Attachment B: New Organizational Structure
Attachment C: Project Manager Job Description

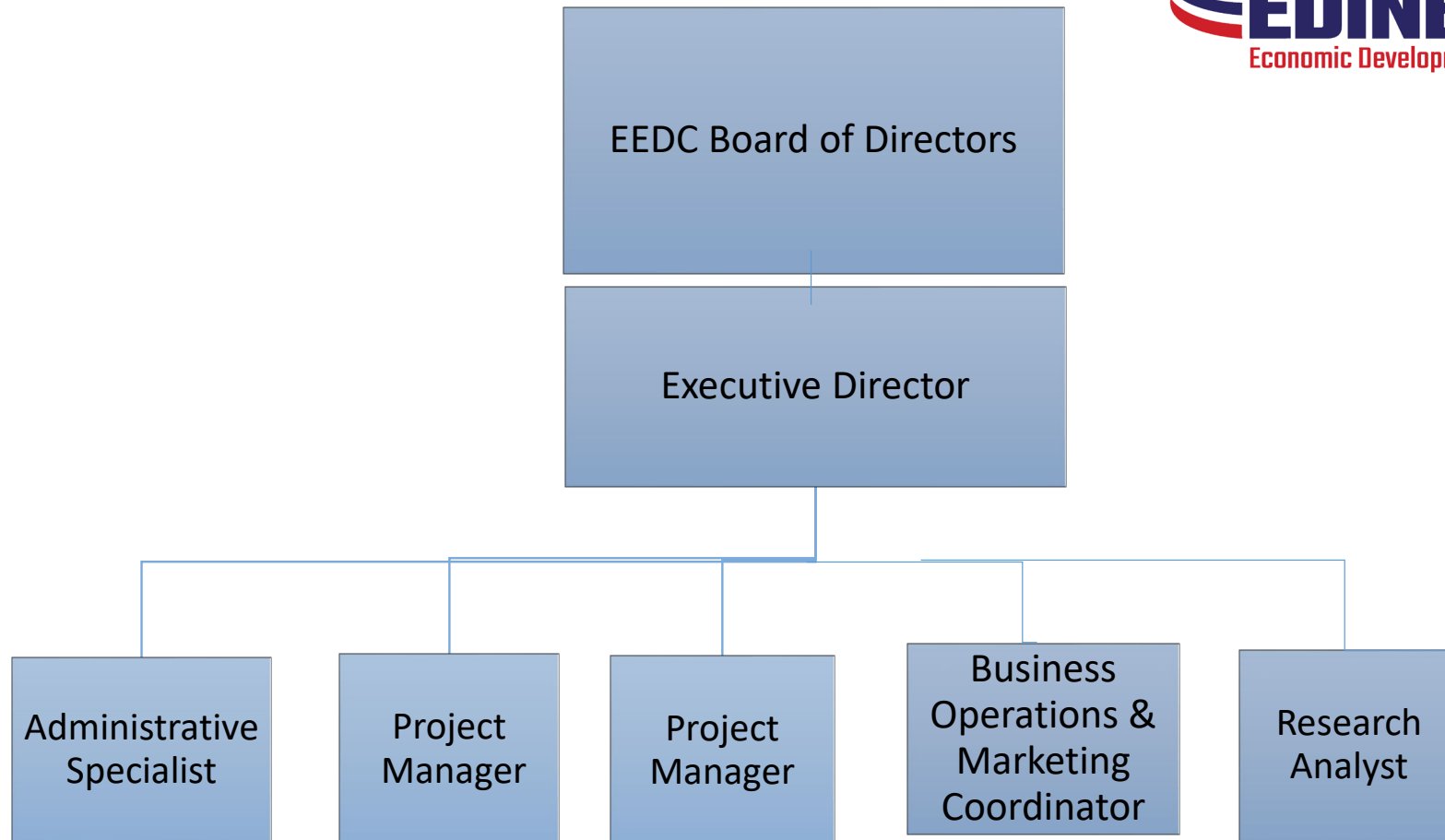
Approved:	_____
Not Approved:	_____
Tabled:	_____
No Action:	_____

Economic Development Corporation Organizational Chart FY 2023



ORGANIZATIONAL CHART

Department: Economic Development





Job Title:	Economic Development Project Manager
Department:	Economic Development
Reports to:	Director of Economic Development Executive Director
FLSA Classification:	Exempt
Effective Date:	
Job Summary:	In this position, the Economic Development Manager will be responsible for supporting the overall economic development, coordination and implementation of the City's Economic Development Department projects and programs. These responsibilities include coordinating and actively pursuing the retention, expansion, and relocations of business and industry. Additional responsibilities include providing professional technical assistance, coordinating and developing workforce-training programs, analyzing and developing statistical analysis, maintaining inventory of real estate/assets, and organizing stakeholder relation projects.
Essential Job Functions:	a. Supervise, train and evaluate department staff; determine work procedures and project schedules; and ensure conformance to policies, procedures and regulations. b. Manage local commercial and/or industrial businesses through targeted marketing; meet with developers, brokers, end-usersretailers and others business to encourage business development opportunities in the City of Edinburg. c. Manage <u>and develop</u> Workforce Development Training Programs. d. Provide technical assistance and provide customer service to prospective business partners on <u>matters related to business development including identifying</u> available properties in the City and coordinat<u>ing</u>e with City staff on zoning policies and processes as requested or as necessary. e. Assist in activities; events, prepare solicitation letters to local and national business, including retailers; prepare information packets for distribution to perspective business clients; and prepare proposals for specific business targeted for location to the City of Edinburg. f. Recommend and implement economic development programs from researching other local, state and federal economic development programs. g. Research, develop, and distribute economic development data and reports; prepare and maintain updated statistical data on related business and industry. h. Assist in negotiations on business partnerships or development agreements for commercial and industrial businesses development in the City, which may include business development incentives; monitors agreements for compliance with state, local and/or federal regulations. i. <u>Represent EEDC in various recruitment activities including attending trade shows, mission trips, and conferences related to business recruitment, retention or development.</u>



	j. Perform other related duties as assigned.
Conditions of Employment:	a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. b. Applicant must take and pass a pre-employment drug test administered at the <u>EDC</u>City's expense. c. Must have a current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record. d. Bilingual English/Spanish required.
Required Education:	Bachelor's degree.
Education Preference:	Master's degree in Business Administration, Political Science <u>Economics</u> , or related fields.
Educational Substitute:	Additional related experience and/or training; or equivalent combination of education and experience. <u>Real estate training courses approved by TREC may also be used towards the educational experience.</u>
Required Work Experience:	<u>Three (3)</u> Five (5) years with experience in economic development or a closely related field.
Experience Preference:	<u>Five or more</u> Three (5-10) years with experience in a related field.
Supervisory Experience PreferenceRequirement:	<u>A minimum of two years supervisory experience preferred.</u> Not Applicable
Required Knowledge, Skills, & Abilities	a. Excellent verbal, written, analytical, presentation and interpersonal skills. b. Proficiency in Microsoft Windows, <u>Google</u>, budget tracking systems, and other software programs. c. Ability to coordinate, engage and fully utilize employee expertise. d. Professional interaction with all levels of internal and external contacts. e. Preference for fast paced, goal- and team-oriented environment. f. Ability to work well under pressure and deadlines, with minimal supervision. g. Ability and flexibility to prioritize and work on multiple assignments. h. Preference for detail work and accuracy.
Equipment Materials:	General office and safety equipment/materials to include but not limited to the following: • Personal computer • Copier/Fax Machine/ Printer/Scanner • Ladder/Step Stool
Work Conditions:	Relatively free from unpleasant environmental conditions or hazards. Applicant will be indoors in an office environment <u>most of the time, with occasional site visits and traveling throughout the community with prospective businesses or site selectors.</u>



Mental Demands:	While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.
<u>Travel Requirement:</u>	<u>Some of the work does require overnight travel out of the area with trips ranging from overnight to up to 5 nights at a time away from the office/home.</u>
Authorization:	I have reviewed this description and understand the requirements and responsibilities of the position. Date Print Name Signature of Employee The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.