

**Job Description: ECONOMIC DEVELOPMENT COORDINATOR,
GRAPHIC ARTS SUPERVISOR,
SIGN SHOP COORDINATOR, &
SPECIAL PROJECTS COORDINATOR**

CLASS NO. 3401

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 22

FLSA: Exempt

SUMMARY OF POSITION

Work with the Commissioners Court to plan for long-term economic growth within the county. Duties include developing and maintaining county economic resources and computer database; writing grant proposals for parks projects; formulating long-term economic growth plan; and attracting new industries to the county. Manage day-to-day activities of the County Graphic Arts Department. Duties include department budget, supervision of print shop and designing page layouts for county forms, documents and publications. Oversee and directly assists in sign making tasks for the County. Duties include producing road signs, building signs, banners, etc. and maintaining accurate inventory of sign shop supplies. Coordinates any and all Special Projects as requested by the County Judge and/or Commissioners Court including the bi-annual Chambers County Day at the Capital.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Economic Development Administrative Assistant, Print Shop Assistant, Sign Shop Assistant, and Parks Secretary
3. Other: Has daily contact with county officials or employees, and the general public. Has regular contact with officials and employees of other municipal and state government or departments, other local economic development foundations, councils, and boards, chambers of commerce and private businesses.

EXAMPLES OF WORK

Essential Duties*

Develops and maintains county economic resources database profile which includes demographic information, availability of building sites, permitting restrictions, utility infrastructure, etc.;

Writes grant proposals to secure funding for economic development and parks and wildlife projects;

Formulates long-term economic development plan for the county;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
1/2012

CLASS NO. 3401 (Continued)

Develops value added goods and services program which uses locally produced products;

Supervises, assigns, and evaluates work of departmental personnel;

Promotes tourism for the county;

Formulates marketing proposals to stimulate economic development within the county based on database profile information;

Recruits new industries to locate their operations in the county; and

Travels to and attends regularly scheduled Commissioners Court economic development meetings, as well as, non-local related economic development workshops and/or meetings.

Assigns and supervises daily tasks of the county print shop and ensures excellent working condition of all print shop equipment;

Ensures county print shops;

Administers graphic arts department budget to ensure efficient, effective use of allocated funds;

Designs county forms and publication layouts from rough drafts or verbal instructions to ensure effective, appealing final product;

Maintain current working knowledge of county office operations to ensure suitable final products; and

Prepare written text in printing projects as required.

Supervise and assists in producing cut vinyl to be applied to sign material and/or requested signs, banners, etc. for the county;

Maintain inventory of sign shop materials in order to produce requested signs, banners, etc.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: current economic and industrial development principles, trends, and their relationship to the specific related economic circumstances and resources within the county; knowledge of grant writing and administration principles; personnel management practices and procedures; county operation; print journalism methods; and graphic arts techniques; sign production techniques.

Skill/Ability to: demonstrate proficiency in both oral and written communication; analyze complex economic data as it relates to long-term economic development within the county; develop and present effective business proposals; operate computers using standard word processing, spreadsheet, and

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1/2012

CLASS NO. 3401 (Continued)

database software packages; and establish and maintain effective working relationships with co-workers, county officials, and members of related outside economic development organizations. Assign, supervise, and evaluate work of employees; effectively manage department budget; produce effective, attractive page layouts for various forms, documents, publications, etc.; and operate computers using complex page layouts software packages. Effectively use equipment and material to produce requested signage for the county.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelor's degree in business or public administration, economic/industrial development, or related field, plus at least two years of related work experience, at least one of which involved supervision; Associate's degree in graphic arts or a related field, plus at least three years of desktop publishing, graphic arts, sign shop or prints shop experience.

or high school graduation, or its equivalent, plus at least five years of related work experience, at least one of which involved supervision;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas Driver License.