

City of Fulshear
JOB DESCRIPTION

Position Title:

Assistant to the Director of Community and Economic Development

Position Status:

Non-Exempt

General Description:

This position is responsible for assisting the Community and Economic Development Director in their day to day duties which include: coordination of Community Events and activities; development of marketing materials and strategies; coordination and logistical preparation for trade shows; administrative tasks for the department such as filing and financial management and serving as a liaison with partner agencies. Additional duties include assisting in the coordination of the City's Public Relations communications including updating its webpage and social media presences.

Organizational Relationships:

Reports to: Community and Economic Development Director

Supervises: None

Qualifications:

Bachelor's Degree and/ or Master's Degree from an accredited University with an emphasis on Marketing, Communications, Business or Public Administration required. Prior service with another Government agency in a similar position strongly preferred. Experience may be considered in lieu of educational attainment if experience in a relevant field exceeds five (5) years. The person in this position must be able to pass background check and drug screen. Some travel required.

Additional Required Knowledge, Skills and Abilities:

The ability to coordinate multiple high priority projects at one time; communicate professionally with colleagues and the public on a regular basis; the ability to assist in the organization and operation of community wide events/ activities; and the ability to work in a team setting with multiple stakeholders of varied backgrounds and viewpoints. Skills required include strong organization, writing, discretion and social media development.

Essential Duties:

- Assist in the development, design and review of all marketing efforts undertaken by the City and its various Departments.
- Assist in insuring that the City's web-site stays relevant and is updated on a regular basis.
- Assist in developing, reviewing and implementing the departmental budget.
- Provide administrative assistance to the Community/ Economic Development Director.
- Participate in evening meetings.
- Serve as a liaison to the City's Economic Development Corporations, the Fulshear Area Chamber of Commerce and other community partners as needed.
- Review and analyze marketing projects and needs and make recommendations to the Community/ Economic Development Director, Mayor, City Administrator and City Council.
- Review, revise and implement the City's Comprehensive and Community Development plans as adopted by City Council.
- Plan, prepare, implement and cooperate with programmatic audits.
- Assist in the oversight of volunteers and staff as deemed appropriate for the conduct of Community/ Economic Development functions.
- Participate in professional development to ensure that the City is receiving timely, effective and appropriate Community/ Economic Development program management.
- Ability to lift at least 30 pounds.
- Other duties as assigned or required to perform the function of the position.

By my signature, I acknowledge the content of this job description and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date