

# Texas Job Order Print Document

Job Order: 14130377

Print Date: 8/20/2020 5:15:28 PM

Office: 252 WF Sol MRG Carrizo Springs

LWDB: Middle Rio Grande WF Board

## Employer Information:

Employer Name: MIDDLE RIO GRANDE DEVELOPMENT

How to Apply: **Provide a WorkInTexas Resumé Online (recommended), Via Email, At the Nearest One-Stop, Via Company Website (Address provided below)**

Company Website: <https://www.mrgdc.org/human-resources>

Application Comments: **Full job description and MRGDC application are available on our WEBSITE [www.mrgdc.org](http://www.mrgdc.org). 2 year contract!**

**Please contact your local WFS office for assistance if needed.**

## Location:

Main Address:

**MIDDLE RIO GRANDE DEVELOPMENT  
COUNCIL - CARRIZO SPRINGS  
1200 Ferry St.**

**Eagle Pass, TX 78852**

Mailing Address:

**307 W NOPAL**

**CARRIZO SPRINGS, TX 78834**

## Contact:

Contact: **Bonnie Brown**

Title: **Human Resource Director**

Phone: **(830) 876-3533  
x1228**

Fax: **(830) 876-9415**

Email: **bonnie.brown@mrgdc.org**

## Job Details:

Occupational Code: **19305100 Urban and Regional Planners**

Job Title: **Planner - EDA**

Industry Code: **925120 - Administration of Urban Planning and Communit**

Number of Positions: **1**

Referrals: **50**

Earliest Date to Display: **7/9/2020**

Last Date Job Order Will Display: **8/21/2020**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **Over 150 Days**

Special Job Category:

## Job Duties and Skills:

Description:

**Business hours of operation: Monday to Friday, 8:00am to 5:00pm.**

**DIVISION: Planning & Operations**

**HEADQUARTERS: To be Determined**

**Duration: 2 Year Contract**

**GENERAL DESCRIPTION: Under the general direction of the Director of Planning & Operations, this position is responsible for the planning, development, and organization of the agency's Economic Development Administration to plan and implement economic recovery strategies in response to the coronavirus pandemic. The Coronavirus Aid, Relief, and Economic Security Act (CARES ACT) It also has general responsibility for assuring that economic development functions are integrated and coordinated with the agency's other efforts to create jobs and provide a mechanism for guiding and coordinating the efforts of persons and organizations concerned with economic development.**

## DUTIES AND RESPONSIBILITIES

EDA programs seek to expand local economic opportunities and focus on support for distressed communities, this position could involve any or all of the following tasks:

- working with businesses and other employers to create situations that result in the expansion and creation of additional jobs in the area;
- coordination and guidance with all local elected officials for the economic development activities in the region;
- provide technical assistance to communities and organizations of the region in the preparation of federal and state economic development;
- preparation and delivery of presentations to the region's civic clubs and organizations and private businesses to inform and enhance the image of MRGDC.

**EDUCATION/EXPERIENCE REQUIRED**

Bachelors degree in a relevant field and a minimum of three years' professional level experience in public administration or planning.

**KNOWLEDGE, SKILLS AND ABILITIES**

Writing and public speaking skills, computer literacy, excellent interpersonal skills.

**SPECIAL REQUIREMENTS**

Will require in-region and out-of-region travel, may include foreign travel.

**EO Employer!**

Special Software/Hardware Skills Needed: No

Special Skills:

**Job Requirements:**

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **Bachelor's Degree**

Months of Experience: **36**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Private Vehicle class**

Drivers License Endorsements:

**Compensation and Hours:**

Minimum Salary: **39520.00 Year**

Maximum Salary:

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours are Specific**

Actual Hours: **40**

Shift: **Day**

Benefits: **Medical, Vacation, Holidays, Sick Leave, 401K, Retirement/Pension**

Other Benefits: **2 year contract, but has full benefits**

**Job Order Information to be Displayed Online:**

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

**Job Application Information Needed:**

**Req Section**

- Contact Information
- Employment History  Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

**Other Information:**

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **Yes**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **No**

**Staff Information:**

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **Job Development and Mandatory Listing**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **DTS - Expired**

Future Release From Hold:

Job Order Followup: **7/24/2020**