

Texas Job Order Print Document

Job Order: 14148246

Print Date: 8/20/2020 5:05:31 PM

Office: 249 WF Sol MRG Eagle Pass

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, By Phone, At the Nearest One-Stop**

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

Application Comments: **Full job description and MRGDC application are available on our WEBSITE 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: 7/29/2020

Last Date Job Order Will Display: 8/28/2020

Type of Job: Temporary

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 Determine

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 two 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.

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: **24**

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, 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: **None Selected**

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: **NA**

Future Release From Hold:

Job Order Followup: **8/13/2020**