

COMMISSIONERS' COURT RECESSED FOR LUNCH AT 12:40 P.M. ON TUESDAY, MARCH 23, 2004.

COMMISSIONERS' COURT RECONVENED FROM LUNCH AT 2:05 P.M. ON TUESDAY, MARCH 23, 2004.

AGENDA ITEMS 53, 54, 55, and 56 were taken up at this point in the meeting.

Commissioner Boatright addressed the Court as a part of the workshop concerning a prospective position of County Development Manager. In the following discussion, Judge Doerfler expressed his belief that at this point in time, Williamson County does not need another level of bureaucracy. John Willingham addressed the Court and explained the situation in counties with a larger population than Williamson County. There was no action on this issue.

Discussion concerning TxDOT airport. There was no action on this issue.

< Attachment >

WILLIAMSON COUNTY, TEXAS**JOB DESCRIPTION: County Development Manager****SUMMARY OF POSITION**

Responsible for establishing and managing comprehensive planning, community and economic development programs and organizational structure for the County. Provides strategic planning support to County Judge and Commissioners Court; as well as, other staff directors, commissions, boards, local entity leaders and project teams.

Manages planning and implementation of community development and economic development programs and associated community services funded by the community development block grant (CDBG) program. Manages consolidated planning process and produces 5-year Strategic Plan, Annual Action Plans, and Citizen Participation Plan.

Supervises project managers and consultants for select capital improvements, community revitalization activities, economic development activities and comprehensive planning analysis and studies. Develops and administers program and oversees project budgets and expenditures conducted within those budgets.

Conduct strategic planning that produce long range plans and studies, program action plans, project workplans, and public involvement plans.

Develop and implement business recruitment/retention strategies and activities in support of County economic development initiatives.

ORGANIZATIONAL RELATIONSHIPS

Receives general supervision from County Judge and Commissioners Court. Key coordination relationships with County staff leaders; local entities; state, regional, and federal agencies. Oversees consultants and contractors associated with CDBG program in coordination with County Auditor's office. Monitors County department heads regarding strategic planning and operations.

QUALIFICATIONS:**Knowledge of-**

New and emerging planning methodologies as applied to the full and comprehensive range of local and regional planning issues and policy formulation.

Community-based planning, public participation and citizen engagement practices in all of the County's mission areas.

Local government practices to include urban planning, capital improvements programming, roles and missions of County departments and agencies, contracting procedures, construction inspections, budgeting, and finance.

Strategic planning, organizational structuring and information management theories and practices.

The roles and functions of federal and state community development, housing, community service, and, economic development agencies and organizations.

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Federal, state, and private grant acquisition and administration procedures.

Financing methods available for business, housing and development projects.

Windows operating systems; MS Office applications; HUD analytical software (Community 2020, Maptitude), the Integrated Disbursement and Information System (IDIS); Geographic Information System (GIS); Project management and collaboration software (i.e. Microsoft Project).

Principles and procedures of HUD reporting requirements. Pertinent Federal, State, and local laws, codes, and regulations.

Planning and decision-making processes used to involve low income and minority citizens.

Ability to:

Lead individuals and teams in developing long and short-term plans; and, then implement those plans through projects and activities within specified timelines and budgets in accordance with local, state, and federal requirements.

Arrange and conduct citizen participation activities that are integrated in both the planning and implementation of community development programs.

Collect, process, and synthesize socioeconomic and geographic data from various sources to produce effective programs, planning documents, and presentations.

Research, write, and present resolutions, presentations, and ordinances for review and adoption by Commissioners Court.

Prepare and present clear and concise reports and briefings for diverse audiences to include individuals, informal groups, small and large associations, advisory groups, committees, and formal commissions.

Formulate requests for proposals, bid documents, and contract agreements; Negotiate public-private partnerships to conduct program activities.

Prepare and conduct market strategies for program activities that effectively reach target clients, groups, and service areas.

Experience and Training:

Requires degree from an accredited college or university supplemented by a master's degree in urban and regional planning, public policy and administration, or closely related field and minimum of 10 years of progressively responsible experience in a public planning agency and/or planning consulting firm.

Requires strong organization, interpersonal and communication skills.

Five years of progressively responsible experience in managing community development programs and projects, and, in preparing and implementing strategic plans and project work plans.

Federal CDBG program training, HUD community planning software training, and Basic Economic Development Course required.

Certificates and Licenses:

American Institute of Certified Planners (AICP) or Certification in Economic Development (CED) preferred.

Possession of, or ability to obtain an appropriate valid Texas drivers license and proof of liability insurance.

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