

# **JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE**

## **Community and Economic Development Coordinator (Part-time)**

**ABOUT THE CITY OF EAGLE LAKE:** Eagle Lake is a city in southeastern Colorado County in Texas. The population was 3,639 at the 2010 Census. The City is home to a golf course, the largest private lake in Texas, and the Eagle Lake Regional Airport, which serves light aircraft. The lake, along with adjacent rice fields, attracts a large variety of migratory birds. The city is known as the "Goose-hunting Capital of the World." The City is home to the Attwater's Prairie Chicken National Wildlife Refuge, a sanctuary for an endangered species. The Colorado River is nearby with access points to boating, kayaking and fishing. The City has many buildings and homes on the historic designation list. City Hall is also located within Historic Downtown. Eagle Lake is just 66 miles west of Houston and much of Houston's growth is extending west of Houston into the rural communities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** The City of Eagle Lake is looking for a dynamic, self-starting professional to join the City of Eagle Lake as a part-time Community and Economic Development Coordinator. This newly created position will focus on quality job/business creation, job/business retention, housing, airport development, and capital injection within Eagle Lake.

The position include interaction with local businesses, commercial development prospects, local/state/federal agencies, community leaders and other stakeholders to create economic and community impact in Eagle Lake. This position will also be the point of contact for official requests for information (RFIs) and economic development inquiries.

The Community and Economic Development Coordinator will be involved in planning for public infrastructure, facilities, and capital improvement projects needed to sustain and attract economic development. This position reports directly to the City Manager and understands the confidentiality necessary for economic development.

**KNOWLEDGE, SKILLS, EXPERIENCE:** Preferred: B.A. or skills-based experience in public administration, business management, economics, community development, manufacturing, engineering or related fields that stress the ability to work collectively to achieve common goals.

**REQUIREMENTS:** Excellent written and verbal communication skills, excel in interpersonal interaction with clients, and be a self-starter. This vibrant position will require coordinating with staff, community members, residents, officials, and other stakeholders. Candidate must be proficient in Microsoft Office products with experience in Microsoft Project and other visualization programs preferred. Candidate must show a commitment to business and community development. Experience with incentives, exemptions, tax credits, 380 agreements, opportunity zones, etc., a plus. Valid driver's license a requirement.

**SALARY:** Salary to be determined, depending on qualifications. City employee benefit in the Texas Municipal Retirement System (TMRS).

**CONTACT:** Melissa Landin, City Manager; [citymanager@coeltx.net](mailto:citymanager@coeltx.net).

**APPLICATION DEADLINE:** Open until filled. Please submit a completed application and resume via e-mail, in-person or by mail.

Applications are available at City Hall  
P.O. Box 38 (mailing)  
100 East Main Street (physical)  
Eagle Lake, Texas 77434  
(979) 234-2640

The City of Eagle Lake is an equal opportunity employer  
The City has a random drug test program for all employees

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