

Dumas, Texas
Executive Director of Economic Development

The City of Dumas is seeking an Executive Director of Economic Development to direct and coordinate the activities of the Dumas Economic Development Corporation, administer the economic development goals, plans, and programs including prospect development business/industry contacts, negotiate to encourage location and expansion in the City of Dumas, and provides highly responsible and complex administrative support to the Dumas Economic Development Corporation, the City Manager and the City Commission. This position works symbiotically with and is accountable to the Dumas Economic Development Corporation Board of Directors.

Under the direction of the City Manager, the DEDC Executive Director will coordinate all activities of the Dumas Economic Development Corporation (DEDC), a Type B Sales Tax Economic Development Corporation. The Executive Director shall establish departmental policies, procedures, and regulations, as well as assist in necessary budgeting and oversight of employees engaged in the operation of the Dumas Economic Development Corporation.

The City is seeking candidates who possess a Bachelor's or Master's Degree in Marketing, Finance, Real Estate, or a related field. Ideal candidates will also have experience in areas such as economic development, finance, public relations, non-profit administration, or similar fields. Additionally, the city will consider candidates who have a combination of training and experience that collectively provide the necessary knowledge, skills, and abilities for the role, in lieu of educational experience.

The City of Dumas is offering an annual salary range for this position which begins at \$100,000.00; the range will be based on qualifications and experience. The salary is accompanied by competitive benefits and is eligible for incentives and/or bonuses. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <https://www.theprpc.org/DumasEDC.pdf> and city description at <https://www.theprpc.org/DumasCityDescription.pdf>.

Send a cover letter, resume with references, salary history, and requirements to Jarian Fred, LGS Program Coordinator, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105, or email directly to jfred@theprpc.org. Address questions to Jarian Fred at 806-372-3381 or email at jfred@theprpc.org. Deadline: October 18, 2023, or until the position is filled.

The City of Dumas is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.