

**DALHART ECONOMIC DEVELOPMENT CORPORATION, B**  
**EXECUTIVE DIRECTOR**  
**Dalhart, TX**

**Description**

This position is responsible for the overall planning, directing, organization, and administration of the Dalhart Economic Development Corporation, B (Dalhart EDC) under the policy and leadership of the EDC Board and the Dalhart City Manager. Provides oversight of the economic development and communication efforts of the EDC and City, to include, strategic planning, vision, mission, goals and actions, budget development and management, writing policy and procedures for Dalhart EDC and implementation with direction, expansion and retention and marketing activities, development of retail / commercial and industrial/office recruitment efforts, revitalization efforts, media relations, public outreach campaigns, publication production, website content management, graphic design services, and audio-visual/video productions and working with local partners.

**JOB REQUIREMENTS**

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|---------------------------------------|--|
| Education:                            | Work requires broad knowledge of economic development methodologies, best practices, budget development and management, business development, entrepreneurship, and financial acuties. Knowledge normally acquired through college, technical training and experience resulting in a degree or equivalent. |
| Experience & Preferred Qualifications | Minimum of 5 years' experience in an economic development environment with firsthand experience working in recruitment, business retention, business parks, evaluating business plans and incentives, writing proposals, and evaluating the potential of new businesses.                                   |
| :                                     | Texas Economic Development Council – Certified Economic Developer, CEcD; or Texas Engineering Extension (TEEX) - Certification in Economic Development; or Oklahoma University Economic Development Institute – Certificate from the Oklahoma Development Institute (ODI Certificate).                     |

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Location: City of Dalhart, Texas

Company: City of Dalhart, Texas and the Dalhart Economic Development Corporation, B

Position Title: Dalhart Economic Development Corporation Director (Dalhart EDC Director)

Job Function: Administrative, Works under the direction of the City Manager

Job Type: Full-time

Salary Range: \$70,000 - \$80,000 Depending on Qualifications / Negotiable

Questions: Melissa Byrne Vossmer, Interim City Manager  
City of Dalhart, TX  
(O) 806-244-5511  
(C) 512-391-9906

[DICM@dalharttx.gov](mailto:DICM@dalharttx.gov)

How to Apply:

Resume: Submit to the Attention of: Melissa Byrne Vossmer, Interim City Manager  
City of Dalhart  
PO Box 2005  
Dalhart, TX 79022

First Review: Friday, May 20, 2022  
Open until Filled

The City of Dalhart is equal opportunity employer and does not discriminate based on an individual's race, color, religion, sex, national origin, age, marital status, disability, or other characteristic protected by law.