



**Director 1 Community and Economic Development Department
3702 Loop 322
Abilene, TX 79602**

Director I Class Code 1620 Salary Group B26 Salary Range \$76,530 - \$129, 430

Job Description

Performs advanced managerial work providing direction and guidance in strategic operations and planning for the Community and Economic Development Department of the West Central Texas Council of Governments (WCTCOG). Work involves establishing the strategic plan, goals, and objectives; developing policies, procedures, and guidelines; establishing priorities, standards, and measurement tools to determine progress toward goals; coordinating and evaluating program activities or business functions; and reviewing and approving budgets within departments or divisions. Supervises the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as the Director of Community and Economic Development, representing WCTCOG in all related program areas and external partnerships.
- Direct and supervise program activities for the Big Country Area Health Education Center (AHEC), including health workforce pipeline development, rural health programming, and grant compliance.
- Serve as the lead administrator for the Economic Development Administration (EDA) Economic Development District, ensuring compliance with EDA requirements, maintaining the Comprehensive Economic Development Strategy (CEDS), and supporting regional economic development planning.
- Oversee and administer TCEQ-related programs and compliance activities, including solid waste management planning, environmental program administration, and associated grant-funded projects.
- Direct and manage a portfolio of community development grants including, but not limited to, CDBG, USDA Rural Development, and other state and federal funding sources; ensure all grant deliverables, reporting timelines, and compliance requirements are met.

- Develop, review, and approve budgets and major expenditures; ensure requirements of funding sources are met and that expenditures align with approved scopes of work and indirect cost rate structures.
- Develop policies, procedures, and guidelines; implement and monitor organizational and programmatic compliance.
- Plan, develop, and approve schedules, priorities, and standards for achieving departmental goals; direct evaluation activities and monitor program performance metrics.
- Represent WCTCOG at business meetings, hearings, legislative sessions, conferences, seminars, and on regional and statewide boards, panels, and committees.
- Review and approve productivity, financial reports, and program studies.
- Develop or assist with developing long-range and short-term plans in alignment with WCTCOG’s strategic priorities and regional needs.
- Supervise, mentor, and evaluate department staff; foster a culture of accountability, professional growth, and mission-driven service.
- Coordinate across WCTCOG departments to integrate community development, economic development, environmental, and health workforce activities where applicable.
- Performs related work as assigned.

PROGRAM AREAS OVERSEEN

Program Area	Description
Big Country AHEC	Area Health Education Center regional office; health professions workforce pipeline and rural health programming for West Central Texas
EDA Economic Development District	Federally designated district supporting regional economic development planning, CEDS maintenance, and EDA grant administration
TCEQ Programs	Texas Commission on Environmental Quality compliance and grant-funded activities including solid waste management and environmental planning
Community Development Grants	Administration of Broadband Technical Assistance, CDBG, USDA Rural Development, and other state/federal community development funding across the 19-county service area

EXPERIENCE AND EDUCATION

Experience or education related to community development, economic development, public administration, rural health, or a closely related field. Graduation from an accredited four-year college or university with major coursework in a relevant field is generally preferred. Experience and education may be substituted for one another. Experience with federal and state grant management, regional planning, or program administration in a council of governments or similar public-sector organization is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Local, state, and federal laws and regulations relevant to community development, economic development, environmental programs, and rural health workforce initiatives.
- Business and management principles involved in strategic planning, resource allocation, and leadership techniques.
- Principles and practices of public administration, regional planning, and grant management.
- Applicable federal programs including EDA, USDA Rural Development, HHS/HRSA, CDBG, TCEQ-administered programs, and other applicable funding streams.

Skill in:

- Establishing plans and setting objectives and goals that support an overall organizational strategy.
- Decision-making, including assessing risk and using good judgement to inform decisions and recommendations to leadership.
- Conflict resolution and working quickly and collaboratively to solve problems.
- Grant writing, budget development, financial reporting, and compliance monitoring.
- Use of a computer and applicable software including Microsoft Office Suite and grant management platforms.

Ability to:

- Direct and organize program activities and business functions across multiple concurrent program areas.
- Establish goals and objectives that support WCTCOG's strategic plan and regional priorities.
- Identify problems, evaluate alternatives, and implement effective solutions.
- Develop and evaluate agency policies and procedures.
- Prepare concise reports, grant narratives, and compliance documentation.
- Communicate effectively in writing and verbally with federal and state agencies, local government officials, board members, and the public.
- Supervise the work of others and foster professional development within the department.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area. Economic development certification (such as from TEEX/Texas A&M or IEDC) or a relevant professional license is a plus but not required.

Equal Opportunity Employer

WCTCOG is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.