

POSITION AVAILABLE
Chambers County, Texas
Department of Economic Development and Grant Management

Job Title: Community Development Generalist
Annual Salary: \$41,497.81
Application Period: Until Filled; Employee Will Start No Sooner Than January 1, 2023
Reports to: Director of Economic Development and Grant Management

Job Summary and Principal Duties:

- Performs general secretarial and receptionist duties as requested.
- Develops, manages and markets a variety of Community and Economic Development programs.
- Researches grant opportunities and assists in the preparation of grant applications as well as the preparation of reports for submission to various local, state and federal agencies.
- Additional duties may be assigned for the benefit of the general public during emergency situations; these duties may be different from those performed during the usual course and scope of this position.

Time Commitment:

- Monday through Friday, 8 a.m. to 5 p.m. (with a one hour lunch from noon to 1 p.m.)
- Some nights and weekends may be required
- In the event of a disaster, this position may be tasked with emergency response duties which may occur outside of regular working hours

Required Qualifications:

- High School Diploma or Equivalent
- PLUS At Least One Year of Related Experience (Clerical, Economic Development, Grant Management, Project Management, Accounts Payable/Receivable, etc.) AND At Least Three Years Customer Service or General Office Experience
- OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities to complete job duties.
- Any applicant conditionally selected for this position will be required to submit to a physical and drug testing before commencing employment.

Preferred Qualifications:

- Communications, PR, Marketing or Graphic Design Skills a plus
- Bilingual
- Previous municipal experience

The Ideal Candidate:

- Is able to multi-task, establish priorities, work independently in a fast-paced environment and maintain organization
- Is willing to learn and receive constructive criticism and guidance
- Must have a high level of interpersonal skills to handle sensitive and confidential situations with both internal and external customers

Interested parties may submit their application to:
Chambers County Department of Economic Development and Grant Management
508 S Main St, Anahuac, TX 77514
shumphrey@chamberstx.gov

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