



***The Dayton Community Development Corporation***

*801 S. Cleveland St. Suite B*

*Dayton, Texas 77535*

*Phone (936) 257-0055 / Fax (936) 257-0066*

We appreciate your interest in the Dayton Community Development Corporation.

Attached you will find a description of the position and an application that will allow us to assess your potential for becoming a member of our team. Unfortunately, we do not have the resources to interview every applicant. The information that you provide in your application will be the basis upon which we select potential employees for an interview. Please provide as much detailed information as you can. Should you need more space than is provided attach a blank piece of paper for your additional information.

The application should be completed in blue or black ink and handwritten. Some positions require a resume. If so, it will be stated on the job posting.

All offers of employment are conditional upon a successful background investigation, physical examination and drug screen, and for positions in which driving is a requirement, a valid driver's license, a good driving record, and the ability to be insured.

Again, thank you for your interest in the Dayton Community Development Corporation and your desire to become a part of our team.

## Job Description

### **Economic Development Analyst/Administrative Assistant Dayton Community Development Corporation (DCDC) 801 S. Cleveland Suite B, Dayton, Texas 77535**

Under general supervision the Analyst/Administrative Assistant provides the full range of administrative support and independently administers several assigned responsibilities; performs complex systems, statistical, analyses and other administrative activities related to the DCDC or Citywide activities and functions; assists director to attract housing and businesses to Dayton; makes recommendations for action and assists in policy, procedure, and budget development and implementation; may act as a project leader or departmental administrative officer; performs related work as assigned.

### **Essential Duties**

#### **JOB SUMMARY:**

Under direction of the Executive Director or their designee, at the Dayton Community Development Corporation (a 4B economic development organization), performs a full range of professional and technical duties in support of the city's economic development services, projects, and programs.

#### **JOB DESCRIPTION:**

- Ensure the office is staffed during regular business hours (8am-5pm).
- Greets clients and guests by phone or in person in a professional, courteous manner; ensures that guests are provided with accurate information and/or are directed to the proper place; receives and responds to questions and complaints from the general public relating to assigned area of responsibility; and reviews problems and recommends corrective actions; prepares summary reports as required.
- Provide phone reception for office and Executive Director.
- Assist in preparation for board meetings, creating board packets and recording minutes.
- Ensures all EDC meetings comply with the Texas Open Meetings Act (Government Code, Chapter 551); transcribes minutes of EDC meetings; and maintains all pertinent records.
- Assists in the preparation of staff reports for various groups, committees, commissions, and boards.
- Prepares a variety of correspondence, documents and forms for assigned projects; coordinates and prepares agendas and reports; provides clerical support including typing, filing, and compiling statistics; and prepares and maintains reports, records, logs, summaries, information packets, and other essential documents.
- Prepares activity reports for the Board, Mayor and City Council at the direction of the Executive Director.
- Occasionally attends DCDC board meetings currently scheduled at 6:00PM second Monday of the month.
- Provide Notary Public services for the DCDC.
- Analyzes and evaluates department policies and procedures and makes recommendations and implements changes.

- Ensure legal documents are properly signed and filed.
- Attend City related meetings and functions at the direction of the Executive Director or his designee.
- Prepares and coordinate mail, faxes, and express packages.
- Collect and process all bills and payments in coordination with City's finance department.
- Participates in tracking and monitoring program costs, resources, schedules, staffing and staffing hours.
- Participates in the preparation of assigned budgets; maintains and monitors appropriate budgeting controls; authorizes routine fund expenditures including purchase orders, work orders, and petty cash.
- Monitors department purchasing activities; makes recommendations and identifies alternatives; orders office and cleaning supplies; and maintains petty cash.
- Ensure time sheets are completed and filed.
- Maintain efficient and organized filing system.
- Prepares and maintains telephone directory and other company information.
- Operate and maintain all office equipment and order office supplies and cleaning supplies.
- Set up and take down for meetings and events with food, refreshments, etc.
- Maintains work area neatly, safely, and in an organized fashion; uses organization skills and judgment to handle a variety of duties at once as well as effectively utilizes time and materials; and determines duties of the most pressing nature and sets priorities.
- Foster good relationships with Board members, Chambers of Commerce, City of Dayton staff, City Council members, County Commissioners, and vendors is required.
- Develop, update, and maintain social media, web site, and property locator databases both internal to DCDC and external from other organizations that partners with DCDC.
- Consistently review city facts and figures for accuracy.
- Performs research studies including economic or financial studies; analyzes and identifies trends.
- Collects, compiles and analyzes information from various sources on a variety of specialized topics related to assigned programs; prepares a variety of reports including statistical and narrative reports; and makes presentations on departmental issues
- Acts as liaison to the Information Technology department; evaluates departmental computer software and hardware needs and makes recommendations; implements changes as needed; troubleshoots software and hardware problems as needed; and conducts repairs where possible or arranges for repair with local vendor.
- Coordinates with City staff to facilitate project processing and permitting.
- Assists staff with site location; researches, gathers, and provides data on available properties; collects data from brokerage companies on available property; prepares and sends information packages to clients.
- Assists in solving problems and coordinating solutions to business issues. Regular and timely attendance is required, as well as, the ability to get along with others in a professional and cordial manner.
- Cleans office as required. (This function is generally conducted by the City Staff but occasionally if we are meeting with a business.)
- Uses oral and written communication skills, reads and interprets data, exercises sound judgment in the absence of specific guidelines, uses math and mathematical reasoning,

establishes priorities and works on multiple assignments and projects concurrently, adapts to changing deadlines, and interacts appropriately with staff, management, City officials, media, citizens groups, and others during the course of work.

- Any other projects or duties assigned by the Executive Director or Executive Director's designee.
- Prompt, regular attendance is required.

#### **SKILLS AND EXPERIENCE:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Advanced knowledge of Accounts Payable and Accounts Receivable procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, citizens or members of the business community.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to type, write reports, business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to effectively communicate with developers, brokers, contractors, and businesses.
- Advanced knowledge of various computer software packages relevant to this position's responsibilities such as PowerPoint, Publisher, Graphics, Excel and Microsoft Word.
- Advanced knowledge of various social media venues such as Facebook, Twitter, and LinkedIn.
- Demonstrated knowledge of standard office procedures and equipment, bookkeeping and general ledger procedures.

#### **Job Qualifications**

##### **Minimum Qualifications**

- Associate's degree (A. A.) or equivalent from two-year College or technical school; or one year related experience and/or training; or equivalent combination of education and experience.
- 1 - 5 years administrative office experience.
- Strong communication skills and excellent customer service skills.
- Proficiency in MS Office software (word, excel, power point, publisher), e-mail, and Internet.
- Must possess a valid Texas Driver's License
- Must be able to obtain a Texas Notary Public within 90 days from start of employment. Fees to become a Notary Public paid by employer.

**Preferred Qualifications**

- Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field.
- Knowledge of real estate, finance and/or government preferred.

Please submit a cover letter, resume and application either by e-mail, fax, in person or mail to the Dayton Community Development Corporation.

E-mail: [cholman@daytontx.com](mailto:cholman@daytontx.com)

Fax: 936-257-0066

Address: 801 S. Cleveland St. Suite B, Dayton Texas 77535

FLSA Designation and Classification: Non-Exempt,

Job Type: Regular Full-Time **Grade 6**

Pay depends upon qualification. Paid bi-weekly. 120 day probationary period. Vacation days accrues after probationary period but not available until after first year of employment, sick days accrue after 90 days, 12 holidays plus one float day, City Medical/Dental/Vision Benefits, Retirement through TMRS, Insurance, and Overtime

Reports to: Executive Director

Direct Reports: None

Position Open: May 30, 2018

Position Closed: Open Until Position is filled

Last Updated: June 4, 2018

**Dayton Community Development Corporation (DCDC)**  
**Employment Application**  
*The DCDC is an Equal Opportunity Employer*

Date Received \_\_\_\_\_  
 Received By \_\_\_\_\_

**Personal Information**

NAME (LAST, FIRST, MIDDLE)		SOCIAL SECURITY NUMBER	
Address		City	State
Area code and phone number		Alternate phone number	Are you eligible for employment in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you over the age of 18? (If the answer is no, hiring is subject to verification that you are of minimum legal age for the position sought.) <input type="checkbox"/> YES <input type="checkbox"/> NO		Do you have a valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO	DL State
			DL Type <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
If you indicated that you have a commercial driver's license (CDL), please list your endorsements and restrictions.			
Is additional information relative to change of name, use of an assumed name or nickname necessary to verify your employment history? If the answer is yes, and you are selected for an interview, you will be asked to provide additional name information during the interview. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever been convicted of, plea bargained for, or been placed on deferred adjudication for any crime? (An answer of yes will not automatically exclude you from employment with the City of Dayton. The circumstances of an offense conviction will be investigated to determine if the offense is related to the type of position sought.) <input type="checkbox"/> YES <input type="checkbox"/> NO			

**Desired Employment**

FOR WHAT POSITION ARE YOU APPLYING?	ARE YOU SEEKING: <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> summer <input type="checkbox"/> seasonal
Are you currently, or have you ever been employed by the DCDC <input type="checkbox"/> YES <input type="checkbox"/> NO	List any relatives employed with the DCDC.

**Education**

EDUCATION	NAME & LOCATION	DID YOU GRADUATE?	MAJOR	DEGREE OR NO. OF HOURS RECEIVED
HIGH SCHOOL OR EQUIVALENCY		<input type="checkbox"/> YES		
		<input type="checkbox"/> NO		
COLLEGE OR UNIVERSITY		<input type="checkbox"/> YES		
		<input type="checkbox"/> NO		
PROFESSIONAL OR TECHNICAL		<input type="checkbox"/> YES		
		<input type="checkbox"/> NO		

<b>PROFESSIONAL LICENSES/ CERTIFICATES</b>	<b>List type of license, who issued it, and license number</b>

### Employment History

NAME OF PRESENT OR LAST EMPLOYER			TELEPHONE NUMBER
Address, City, State, Zip			
Job Title	Starting Date	Ending Date	Name of Supervisor
Description of Duties			
Reason for leaving			
Starting salary	Ending Salary	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER			TELEPHONE NUMBER
Address, City, State, Zip			
Job Title	Starting Date	Ending Date	Name of Supervisor
Description of Duties			
Reason for leaving			
Starting salary	Ending Salary	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER			TELEPHONE NUMBER
Address, City, State, Zip			
Job Title	Starting Date	Ending Date	Name of Supervisor
Description of Duties			
Reason for leaving			
Starting salary	Ending Salary	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYER			TELEPHONE NUMBER
Address, City, State, Zip			
Job Title	Starting Date	Ending Date	Name of Supervisor
Description of Duties			
Reason for leaving			
Starting salary	Ending Salary	May we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	

**References**

Please list below the names of three references who have known you for at least one year. They may be personal or work related.

NAME		ADDRESS	
Telephone Number	Length of time known	Relationship	

NAME		ADDRESS	
Telephone Number	Length of time known	Relationship	

NAME		ADDRESS	
Telephone Number	Length of time known	Relationship	

NOTIFICATION AND AGREEMENT

The facts set forth in my application for employment are true and complete. I understand that any false or misleading statements made by me on this application or during interviews shall be cause for rejection, or if employed, shall be cause for dismissal.

I further understand that this application is not, and is not intended to be, a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time for any reason or no reason. No one other than the Executive Director of the Dayton Community Development Corporation has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Executive Director.

I understand that, if offered a position, I will be required to submit to a background check, drug and alcohol check and/or driving record check as a condition of employment. I further understand my employment is contingent on satisfactory results from these checks; unsatisfactory results will result in withdrawal of any employment offer or termination of employment if already employed.

If hired, I agree to abide by all of the Dayton Community Development Corporation rules, regulations, and procedures and understand that failure to do so may result in my discharge. I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on, the Dayton Community Development Corporation.

*By signing below, I acknowledge that I have read, understood, and agree to the above statements.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## **AUTHORIZATION TO RELEASE INFORMATION**

In connection with my application for employment and as a condition of continuing employment, I, \_\_\_\_\_ hereby authorize the Dayton Community Development Corporation, the City of Dayton or any agent of the Dayton Community Development Corporation to contact any school, company, corporation, law enforcement agency or other person or organization necessary to supply any information concerning my background. I understand that investigative background inquiries may include consumer credit, criminal record, motor vehicle and other reports. These reports may include information in regard to my work experience and education along with reasons for termination of employment from my previous employers. Further, I understand that you may be obtaining information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, criminal, credit, civil and other experiences.

As a condition of employment by the Dayton Community Development Corporation or as a condition of my continued employment, I hereby authorize and give my permission to the Dayton Community Development Corporation, City and its authorized agents, and to any school, company, credit bureau, corporation, law enforcement agency or other person to obtain and/or release any and all background information regarding my credit, criminal record, driving record or other sources of historical information pertaining to employment, insurance, or credit history. Further, I release from any liability whatsoever the Dayton Community Development Corporation, the Dayton Community Development Corporation board members, City of Dayton, City of Dayton officers, employees or agents and any school, company, credit bureau, corporation, law enforcement agency or other person or organization contacted by the Dayton Community Development Corporation or City or its agents in the gathering and releasing of such information to the persons or entities named above.

This authorization and consent shall be valid in original, fax, or copied form.

By signing below, I acknowledge that I have read, understood, and agree to the above statements, and that I fully understand the terms of this release.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **DRUG SCREEN, PHYSICAL EXAMINATION AND MEDICAL HISTORY CONSENT FORM**

Applicant Name (Print): \_\_\_\_\_

If I receive an offer of employment I understand it is conditional upon the results of my physical examination and/or drug screen. For these purposes, I acknowledge these procedures as a requirement and release, indemnify, and hold harmless the Dayton Community Development Corporation, City of Dayton, its elected officials, employees, agents, attorneys, contractors and subcontractors from liability, claims, or damages for any actions taken or resulting from the outcome of this test.

Medical Consent: I \_\_\_\_\_, consent to a medical examination and the collection of breath, urine, and/or blood samples by the city’s testing facility, or designee, to determine the presence of drugs, if any, in my system.

Authorization to Release Information: I authorize the testing facility to release any and all medical information and test results obtained during or as a result of the examination(s) to the Dayton Community Development Corporation and City of Dayton.

I understand that my alteration of this consent form; refusal to consent to or cooperate fully with a medical examination and/or the collection of breath, urine and/or blood samples; or my refusal to authorize the release of information to the Dayton Community Development Corporation and City of Dayton may be grounds for revocation of the conditional offer of employment.

I have read and I fully and completely understand the statements made in this consent form. This form is valid in original, faxed, or photocopied format.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parental Signature (if applicant is under 18)

\_\_\_\_\_  
Date

City of Dayton  
Modified Salary Grade Scale

**Modified 2017-2018**

<b>HOURLY RATE</b>			
<b>Grade</b>	<b>Proposed Starting</b>	<b>Proposed MidPt</b>	<b>Proposed Max</b>
1	\$9.90	\$12.87	\$15.85
2	\$11.32	\$14.72	\$18.12
3	\$12.62	\$16.41	\$20.19
4	\$13.99	\$18.18	\$22.38
5	\$15.36	\$19.96	\$24.57
6	\$16.04	\$20.85	\$25.66
6E	\$18.16	\$23.61	\$29.06
7	\$18.16	\$23.61	\$29.06
7E	\$23.99	\$31.19	\$38.39
8	\$19.99	\$25.99	\$31.99
8E	\$28.23	\$36.70	\$45.17
9	\$24.77	\$32.20	\$39.63
9E	\$29.52	\$38.37	\$47.23
10E	\$30.80	\$40.04	\$49.29
11E	\$36.31	\$47.20	\$58.09
12E	\$42.30	\$54.99	\$67.68

**Modified 2017-2018**

<b>ANNUAL RATE</b>				
<b>Grade</b>	<b>Proposed Starting</b>	<b>Proposed MidPt</b>	<b>Proposed Max</b>	<b>Years in Grade</b>
1	\$ 20,599.70	\$26,780	\$32,960	15 YEARS
2	\$ 23,551.61	\$30,617	\$37,683	15 YEARS
3	\$ 26,248.68	\$34,123	\$41,998	15 YEARS
4	\$ 29,094.42	\$37,823	\$46,551	15 YEARS
5	\$ 31,940.15	\$41,522	\$51,104	15 YEARS
6	\$ 33,363.01	\$43,372	\$53,381	15 YEARS
6E	\$ 37,772.80	\$49,105	\$60,436	15 YEARS
7	\$ 37,772.80	\$49,105	\$60,436	15 YEARS
7E	\$ 49,906.48	\$64,878	\$79,850	15 YEARS
8	\$ 41,581.65	\$54,056	\$66,531	15 YEARS
8E	\$ 58,719.75	\$76,336	\$93,952	15 YEARS
9	\$ 51,520.48	\$66,977	\$82,433	15 YEARS
9E	\$ 61,395.59	\$79,814	\$98,233	15 YEARS
10E	\$ 64,071.43	\$83,293	\$102,514	15 YEARS
11E	\$ 75,518.06	\$98,173	\$120,829	15 YEARS
12E	\$ 87,981.84	\$114,376	\$140,771	15 YEARS

*This scale will increase annually in accordance with the U.S. Labor Cost Index for State and local government workers.*

Increase for 2017-18, 2.1% from previous year across all grades

Updated: 4/30/18