

## **NOTICE OF JOB OPPORTUNITY**

### **City of Raymondville, Texas**

**The City of Raymondville is now accepting applications for the position of Economic Development Coordinator. This employee reports to the Economic Development Corporation of Raymondville as well as the Raymondville City Commission and is under the supervision of the City Manager.**

**This employee will assist in the development, organization and implementation of marketing strategies to promote the City of Raymondville as an ideal business and industry location through presentations, correspondence and meetings with individual investors and business owners, organizations (public and private) and all economic development clients or prospects, interested in the City of Raymondville. This employee will also assist in the promotion of business and industrial development through personal contacts with community leaders, management officials of existing business and industry and area and state agencies. This employee must be able to attend conferences, seminars and workshops as appropriate, to enhance and maintain knowledge of trends and developments in the field of economic development; attend professional, civic and social gatherings, as appropriate, to represent and promote interests in the City of Raymondville and to collect information pertinent to advancement of interest of the City of Raymondville.**

**Applicant must have a minimum of an associate's degree in business or related field, experience in business management, a valid Texas driver's license and must be proficient in Microsoft Word and Excel spreadsheets. For a detailed job description, please contact the City Manager's Office located at 142 S. 7<sup>th</sup> Street, Raymondville, Texas 78580, (956) 689-2443.**

**Starting annual salary is negotiable. Benefits include 2 weeks paid vacation, and 12 days sick leave per year. Other benefits include an excellent retirement plan, major medical health insurance coverage, and worker's compensation plan.**

**Applications may be obtained at City Hall, 142 South 7th Street, Raymondville, Texas 78580 or resume may be submitted to the same address. Deadline to apply is Friday, March 23, 2018. If you have any questions regarding this notice, please call Raymondville City Manager, Eleazar Garcia, Jr. or Mayor Gilbert Gonzales, at (956) 689-2443 and (956) 689-1862, respectively.**

**The City of Raymondville is an Equal Employment Opportunity Employer and does not discriminate on the basis of sex, age, religion, color, national origin or disability status.**

**City of Raymondville, Texas**

**Eleazar Garcia, Jr.  
City Manager/Secretary**

**Run Two Times: February 28, 2018 & March 7, 2018**