

MEMORANDUM

Date: October 2, 2024
To: Chairman Kevin Mosher and Members of the Caddo Mills EDC
From: John R. Hubbard, Ph.D., CEcD
SUBJECT: **Discussion and Approval of Economic Development Specialist Position Responsibilities and advertise the position**

Purpose:

As discussed during the budget process, the Economic Development (ED) Specialist will serve as the full-time representative of the Economic Development Corporation (EDC). The preferred candidate will either reside in or be willing to relocate to the Caddo Mills community. The long-term goal is to groom the ED Specialist to eventually transition into the role of EDC Director, shifting responsibilities from current contractors to this position. This agenda item seeks to review, approve, and advertise the proposed job responsibilities for the ED Specialist. The pay range for the position is **\$55,000 - \$62,000** and has been budgeted in the FY 2024-25 EDC Budget.

Overview:

The Economic Development Specialist will be responsible for various professional and technical duties under the guidance of the Caddo Mills Community Development Corporation (CMCDC) Board of Directors.

Action Required:

Board approval of the Economic Development Specialist position responsibilities and authorization to begin the job posting process.