



CITY OF DUMAS

**EXECUTIVE
DIRECTOR
DUMAS ECONOMIC DEVELOPMENT**

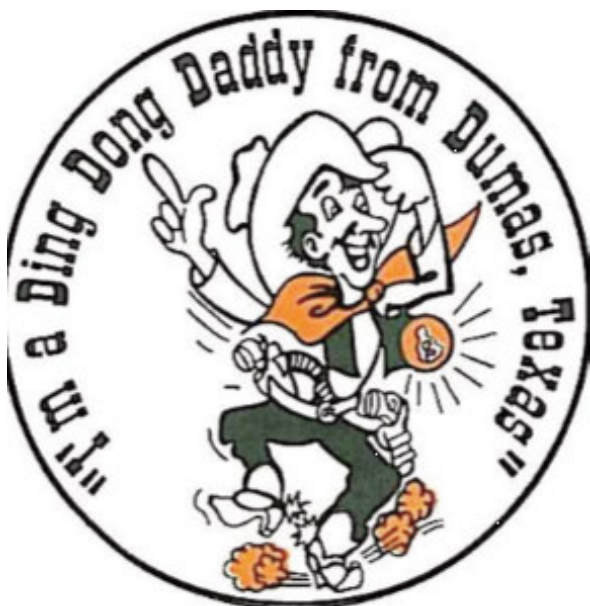


ABOUT OUR COMMUNITY

The City of Dumas (DOO-muss), the county seat of Moore County, is a vibrant city of 14,501 people located in the northern Texas Panhandle, approximately 40 miles north of Amarillo. Dumas was first surveyed and platted in 1891 and later incorporated in 1930. Dumas is a Home-Rule City (Commission/Manager Form of Government) with a budget of \$15 million. The City has been named by numerous publications in the last ten years as among the “Best Micropolitan Cities in the Nation”, “Best Small Cities in the Nation to Live”, “Top Cities to Watch”, and “Best Small City Economies”.

Phil Baxter wrote the song “I’m a Ding Dong Daddy from Dumas” in 1928, after spending a few weeks in the community. The song was popularized when it was recorded by Phil Harris, band leader for the Jack Benny Radio Show. The song has also been performed by Bob Wills & The Texas Playboys, Louis Armstrong, Benny Goodman, the Osmond Brothers, and Robert Earl Keen.

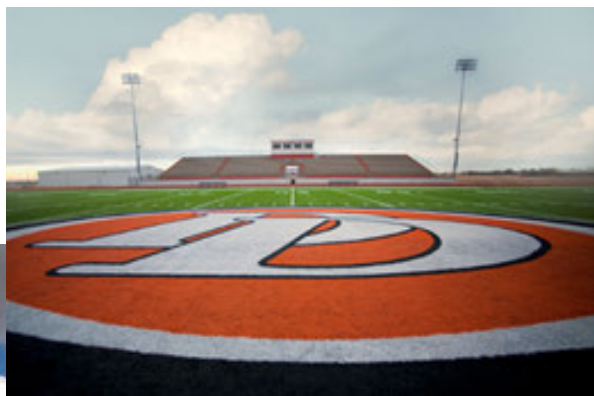
Dogie (“Dough-gie”) Days is an annual town celebration in Dumas put on by the Dumas Lions Club. Dogie Days takes place the 2nd Wednesday through Saturday of June and includes a carnival, food booths, parade, and town barbecue. Dogie Days 2022 will be the 76th year of the event.



COMMUNITY ASSETS

· Dumas ISD is comprised of Dumas High School (Home of the Demons and Demonettes), a junior high, intermediate school, alternative high school, and four elementary schools in addition to Cactus Elementary in neighboring Cactus, TX.

· Amarillo College has both a Moore County Campus and Moore County Career & Technical Center in Dumas. The Moore County Campus offers two-year degree, certificate, and continuing education programs. The Moore County Career & Technical Center houses programs including welding, truck driving (CDL), fork lift operating, and CNA.



· Dumas has abundant enrichment and recreation opportunities for all ages. Dumas is home to the Window on the Plains Museum, which features extensive displays centered around farming and ranching, industry, business, family life, and wildlife. The city also has thirteen parks, a golf course, movie theater, community building, public library, senior citizen's center, and numerous churches of various faiths.



ECONOMIC OPPORTUNITY

Moore County is a hub for agribusiness and oil & natural gas as the home to a JBS beef processing plant which employs over 3,600 team members approximately 12 miles north of Dumas in Cactus, TX; Faria Brothers Dairy; and the McKee Valero Refinery about 17 miles northeast of Dumas in Sunray, TX. Additionally, many ancillary businesses tied to these industries are located in Dumas as well as numerous firms in other industries.

Dumas has experienced increased sales tax collections nearly every year since 2008 and is poised for tremendous growth. The main thoroughfare in the city, Dumas Avenue, is also U.S. Highways 287 and 87. An average of about 20,000 vehicles per day drive through the City on Dumas Avenue. The federal designation of the Ports-to-Plains (I-27) Corridor as an interstate highway corridor in 2022 will accelerate Dumas's economic success. However, housing in Dumas has been insufficient to keep up with the economic growth of the City in recent years. The City of Dumas and Dumas Economic Development corporation have been engaged in multiple projects in the last five years to work on housing solutions for the community.

Moore County, the Dumas Economic Development Corporation (Dumas EDC), Moore County Chamber of Commerce, Dumas Downtown Association, and neighbors in Cactus and Sunray are important partners in pursuing and leveraging Dumas's economic opportunities.



EXECUTIVE DIRECTOR

DUMAS ECONOMIC DEVELOPMENT CORPORATION

SUMMARY: The City of Dumas is seeking an Executive Director of Economic Development to direct and coordinate the activities of the Dumas Economic Development Corporation, administer the economic development goals, plans, and programs including prospect development business/industry contacts, negotiate to encourage location and expansion in the City of Dumas, and provides highly responsible and complex administrative support to the Dumas Economic Development Board, the City Manager, and the City Commission. This position works symbiotically with and is accountable to the Dumas Economic Development Corporation Board of Directors.

EXPERIENCE (Preferred):

- 2-5 years working for a Texas Economic Development Corporation experience and/or 5-10 years of experience as a Professional Economic Development practitioner.
- Community and Economic Development grant/loan program identification and application experience;
- Rural/Agriculture/Ag Tech business and industry development involvement;
- Economic Development strategic planning and implementation of target industry recruitment;
- Industry prospect negotiation expertise.

MINIMUM QUALIFICATIONS:

- Bachelor's or Master's Degree in Marketing, Finance, Real Estate or related field;
- A combination of training, and experience providing the required knowledge, skills, and abilities may be considered in lieu of educational experience.
- Experience in economic development, finance, public relations, non-profit administration, or similar

KNOWLEDGE AND SKILLS:

- Texas Economic Development procedures and statutes
- Texas Open Meetings Act
- City policies and procedures.
- Legislative process
- Economic Development
- Interpreting and explaining federal and state rules and regulations, and City policies and procedures.
- Public Speaking
- Strategic communication leading to the creation and negotiation of business deals.
- Developing and managing City plans, budgets, policies, and procedures.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Analyzing problems, resolving disputes and grievances, and developing effective solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with the City Manager, City Commission, City Department directors, subordinate staff, external public organizations, businesses, Dumas ISD and the general public.
- Communicating effectively verbally and in writing.
- Using a personal computer and various software applications.

APPLY NOW

The Executive Director position is a salaried, FLSA-exempt employee who represents the City of Dumas and the Dumas Economic Development Corporation. The City of Dumas is offering an annual salary range for this position which begins at \$100,000.00; the range will be based on qualifications and experience. The salary is accompanied by competitive benefits and is eligible for incentives and/or bonuses. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://www.theprpc.org/DumasEDC>.

If you would like to apply for this position, please send a cover letter, resume with references, salary history, and requirements to Jarian Fred, LGS Program Coordinator, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105, or email directly Address questions to Jarian Fred at 806-372-3381 or email at jfred@theprpc.org. Deadline: October 16, 2023, or until the position is filled.

The City of Dumas is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.