



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

ECONOMIC DEVELOPMENT ANALYST

#1208

07/17/13

Performs a variety of professional and administrative services in support of economic development to include: research, financial and budget matters; reporting; correspondence; technical support; special projects; marketing experience; social media; website maintenance and general administrative support to Seguin Economic Development Corporation (SEDC). Requires a bachelor's degree in Economics, International Business, Business Administration, Marketing or related field, plus three years related experience; or Master's degree in related field. Grant writing and Geographic Information Systems (GIS) experience preferred. Must have excellent oral and written communications skills; be proficient with Microsoft Office software applications specifically Excel, Word, Publisher, and Powerpoint. Must be available for night and weekend events and meetings, some of which may involve overnight travel. Requires a Texas driver's license with good driving record and successful completion of a pre-employment drug screen. Salary is negotiable depending on qualifications. Applications are accepted at City of Seguin, Human Resource Department, 205 N. River, Seguin, Texas 78155. Position open until filled.