

VICE PRESIDENT OF OPERATIONS POSITION DESCRIPTION

TexAmericas Center (TAC) is a special purpose district of the State of Texas. The Charter of TAC is to promote economic redevelopment of closed and surplus military property in Bowie County, TX. This position will provide key support to the on-going mission of TexAmericas Center.

GENERAL DESCRIPTION

The Vice President of Operations reports directly to the Executive Director/CEO and will be responsible for all day-to-day operations, property management & maintenance, procurement, planning and management of building retrofits and new construction, and for the management of all real and personal property as it relates to the activities of TexAmericas Center.

PRIMARY RESPONSIBILITIES

- Property Management: Performs management for property development, buildings and grounds maintenance, municipal services, real/personal property, and complex safety and security. Provide accountability of TexAmericas Center personal property
- Property Code/Regulation Oversight: Performs management for adherence to all environmental regulations and permits related to Authority property, historic property oversight, municipal code oversight for design/construction restrictions and other pertinent code management for the complex
- Construction Management: Provides oversight for the implementation of all physical improvement to real property within the complex. Will coordinate with all consultants on studies and plans for said improvements.
- Responsible for planning and management of building retrofits and new construction.
- Responsible for providing all needed maps and property information for prospect activity.
- Responsible for utility contract administration and oversight.
- Responsible for capital planning and expenditures.
- Formulate and recommend major infrastructure improvement projects, as well as management policies and procedures for the complex
- Assist in budget development, sight planning, and property redevelopment for the TexAmericas Center. Provide support for grant activities.

ADDITIONAL RESPONSIBILITIES

- Analysis of alternative economic development strategies, programs and reuse proposals.
- Develop and refine site informational materials.
- Generate and follow up on business development leads.
- Conduct site tours.
- Analyze business financial and incentive package proposals.

- Conduct economic development research.
- Prepare reports, maintain records and files; prepare correspondence.
- Prepare, present and defend decision recommendations.
- Perform duties of other TexAmericas staff members as backup.
- Identify needs and requirements for business development activities.
- Prepare and utilize business development material and presentations.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Substantial knowledge and experience in business management and economic development principles and practices; knowledge of private sector development process and requirements; ability to write in a clear and concise manner; outstanding public speaking skills; proficiency in MS Office Professional suite of software and other appropriate computer software; ability to establish and maintain effective teamwork relationships with TexAmericas Center staff, public officials, and prospective clients.

EDUCATION AND EXPERIENCE

Bachelor's degree in a business related field, public administration, or urban planning, or any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business, economic development, public administration, or engineering; substantial experience in economic development and project administration. Five years minimum management experience with demonstrated experience in personnel recruitment, hiring, evaluation and team building. Experience in obtaining and administering federal and state grant, loan and other assistance funding preferred. Commercial/industrial property development and management and/or real estate sales/management preferred. Professional Engineer preferred. Experience with redevelopment projects, including the reuse of former military installations a plus.

SPECIAL REQUIREMENTS

Take pre-employment and annual physical examinations certifying ability to perform the essential job functions.



Must be a US Citizen, at least 18 years of age, minimum high school graduate or GED, subject to drug screening at any time and without notice, background investigation and have a valid driver's license. Work will be performed upon an active military installation and further background investigations may be required to satisfy DOD requirements. Such investigations and DOD approvals will be a condition of employment.

SALARY AND BENEFITS

Salary commensurate with qualifications. Health, Vision, Dental, and Life for employee are provided. Family benefits are available. Generous 457(b)/401(a) and leave package are available after 6 month vesting period.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature

Date

TexAmericas Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, TexAmericas Center will attempt to provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate TexAmericas Center representatives.