

Sam Houston State University Human Resources

Staff Classification Description – Executive Director for Economics Development Initiative

Skill Category: Administrative

Position (Employee) Class: 1M180 (E1)

Grade: NC

Date: 05/2012

Department: Vice President for Finance and Operations

Educational & Experience Requirement: Master's degree and five years of professional work experience negotiating partner/developer agreements and executing research facilities projects or projects similar in scope and complexity. Experience in real estate, financial management and planning. Must have an understanding of concepts and strategies, knowledge of site planning and infrastructure systems, knowledge of codes and status relative to planning, design, and construction. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: The position is responsible for developing an environment that fosters research park land development, technology commercialization, business incubation and business recruitment in close partnership with the research programs of the university colleges and departments. The position will closely coordinate economic development with the City of Huntsville, Walker County and the State of Texas.

Supervision Given & Received: Receives minimum direction from the Vice President for Finance and Operations. Provides supervision to support staff.

Primary Responsibilities: Plan and coordinate all real estate development. Work with the land donors, developers, and master planning firm and governmental officials on all infrastructure and development aspects of the park. Serve as first contact for inquiries about Sam Houston State University (SHSU) Research Park. Assess and recommend real estate values at SHSU Research Park. Coordinate contractors, planning and engineering for all infrastructure development. Coordinate development and funding of infrastructure with all relevant governmental units. Promote Park development and land leases through commercial realtors, faculty, agencies, etc. as appropriate. Coordinate the advertising and promotion of the Park. Negotiate and present for approval offers for development in SHSU Research Park. Serve as primary realtor for SHSU Research Park. Promote activities within the Park and secure appropriate amenities for Park occupants. Establish and maintain data bank for the Park. Coordinate Park activities between the University, City of Huntsville, Walker County, State of Texas, private donors and developers and occupants of the SHSU Research Park. Facilitate economic development with the City of Huntsville, Walker County, and the State of Texas. Promote the Park in appropriate venues and serve as a spokesperson for the Park. Establish policies in conjunction with the SHSU Administration. Prepare business plans for the Park and monitor financial status. Secure assistance as appropriate for occupants. Monitor current and future needs; project future needs and prepare plans to meet them. Document success and opportunities for improvement. Assist with building design, contract negotiation and monitoring of construction projects. Serve as owner's representative in construction projects. Performs other related duties as assigned.

Other Specifications: Excellent written and oral communication skills, computer skills (standard office applications), and interpersonal skills. Previous experience in recruiting, retaining and creating businesses for the economic growth of an area. Knowledge and contacts in criminal justice, forensic sciences, oil and gas production, petrochemical, water treatment, environmental sciences and other areas of focused research would be helpful.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources. Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.