

NOTICE OF MEETING  
OF THE  
GUN BARREL CITY CITY COUNCIL  
1716 W. MAIN STREET GUN BARREL CITY, TX 75156

The City Council of the City of Gun Barrel City, Texas will meet in a Special Meeting, in City Hall, Council Chambers, located at 1716 W. Main Street Gun Barrel City, TX 75156, on Monday, March 9, 2020 at 5:00 PM.

Call to Order  
Roll Call & Quorum

Citizens Comments (Limited to three minutes)

The purpose of this item is to allow citizens an opportunity to address the City Council on items that are listed on the agenda, or issues that are not listed on the agenda. Any person desiring to make a public comment must first be recognized by the presiding officer, and sign in at the podium with their name and address at least 10 minutes prior to the start of the meeting. Individual citizen comments are limited to three minutes. The presiding officer may ask the citizen to hold their comment on an agenda item until that agenda item is reached. The City Council has no obligation to respond in any manner to comments or questions from the public. Any response from a member of the City Council to non-agenda comments is limited to a statement of specific factual information, a recitation of existing policy, or direction to staff for follow up.

1. New Business

- 1.A Convene into Executive Session pursuant to Texas Government Code: Section 551.074 – Personnel Matters to conduct interviews for the position of the Economic Development Corporation Executive Director. (Mayor)  
[Gayle Cooper.docx](#)  
[Roger Johnson.docx](#)  
[Interview Questions](#)
- 1.B Reconvene into Open Session to discuss and/or take action if any regarding executive session. (Mayor)

## Adjournment

The Gun Barrel City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), or 551.087 (Economic Development Matters).

Note: Mayor and Council Reports on Items of Community Interest – Pursuant to Texas Government Code Sections 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; (6) announcements involving imminent threat to public health and safety.

Note: A quorum of the full Economic Development Board may attend the meeting of the City Council, a committee of that body, or any other city advisory board. For example, a quorum of the Gun Barrel City Economic Development Board may attend a council committee meeting, a committee of that body, or any other city advisory board meeting.

Attest:

Approved:

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Janet Dillard, City Secretary

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J. David Skains, Mayor

I certify that this Notice of Meeting was posted in a glass-enclosed case in front of City Hall at 1716 West Main Street, Gun Barrel City, Texas, and available for viewing by the public 72 hours prior to the meeting date and time above, as well as at the City's website at [www.gunbarrelcity.net](http://www.gunbarrelcity.net).

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Janet Dillard, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary Office at (903) 887-1087 for further information.



**CITY COUNCIL  
CITY OF GUN BARREL CITY, TEXAS  
AGENDA ITEM # 1.A**

**MEETING DATE:**

March 9, 2020

**SUBJECT:**

Executive Session Interviews

**ACTION ITEM:**

Convene into Executive Session pursuant to Texas Government Code: Section 551.074 – Personnel Matters to conduct interviews for the position of the Economic Development Corporation Executive Director. (Mayor)

**BACKGROUND:**

Two candidates, Gayle Cooper and Roger Johnson will be interviewing for the position of EDC Executive Director, their resumes and interview questions are attached for your review.

[Gayle Cooper.docx](#)

[Roger Johnson.docx](#)

[Interview Questions](#)

## Gayle M. Cooper, MS, CEcD

1009 S. Sylvan Ave. Palestine, Texas Cell: (903)335-1557  
Email: [gaylemcooper@centurylink.net](mailto:gaylemcooper@centurylink.net)

### E X P E R I E N C E

|   |                     |
|---|---------------------|
| Palestine Economic Development Corporation<br>Executive Director  | Mar 2018 – Sep 2019 |
| Winnsboro Economic Development Corporation<br>Executive Director  | May 2015 – Jan 2017 |
| Town of Youngtown<br>Economic Development Manager   | Aug 2011 – Apr 2015 |
| Blanton & Cooper, LLC/GM Consulting<br>Planning and Economic Development Consultants<br>Principal/Owner | Mar 2006 – Aug 2011 |
| Greater Yuma Economic Development Corporation<br>President/CEO  | Dec 2003 – Mar 2006 |
| City of Goodyear<br>Economic Development Project Manager  | Nov 1999 – Nov 2003 |
| Arizona Department of Commerce<br>Business Development Representative                                   | Nov 1995 - Nov 1999 |

### E D U C A T I O N

|  |
|--|
| Arizona State University<br>Master of Science – Global Technology & Development - 2017 |
| University of Phoenix<br>Bachelor of Science in Business - 2008                        |
| University of Oklahoma<br>Economic Development Institute – Graduate – 1998             |
| CERTIFIED ECONOMIC DEVELOPER – IEDC - 2000   |

### A C C O M P L I S H M E N T S

#### Palestine EDC

- Integrated Tourism, Main Street and PEDC into cohesive unit
- Successful attraction of Multi-Family Housing, Industrial, Office and Retail Mall projects/developers
- Raised awareness of economic development value through presentations to clubs and organizations
- Redesigned website to award-winning status (IEDC)
- Created marketing campaign for distribution/logistics

#### Winnsboro EDC

- Created brand, website and marketing materials for EDC
- Introduced economic development strategic planning, procedures and policies for EDC
- Received the community's first Economic Development Award from Texas Economic Development Council (TEDC)
- Attracted/expanded seven businesses (medical, retail, hospitality and industrial) in 16 months

Phoenix Metro Cities/Consultant

- Created ground-up economic development and marketing program for Youngtown and Eloy
- Designed new image, and innovative brand: marketing package, website
- Initiated redevelopment district for north end of Youngtown
- Developed new website and collateral materials
- Prepared site selection information, met with clients, created proposals
- Guest Presenter at University of Guam re: strategic military-based economic development

President/CEO Greater Yuma EDC

- Revived 20-year-old regional public/private economic development organization encompassing four cities and the county – population 250,000
- Established new headquarters, improved staff, increased public and private funding
- Created new marketing plan, website, image and logo, elevated community reputation within county and cities
- Designed and produced national award-winning marketing campaign: International Economic Development Council (IEDC) Award of Excellence for Overall Theme Marketing Category
- Speaker at three national events: Corporate Real Estate Network (CoreNet), IEDC Annual Conference, and Economic Development Administration (EDA) “Global Gateways” telecast
- Recruited three international clients to City of Yuma in 2.5 years
  - Alside Southwest
  - Northwest Industries
  - Johnson Controls – a Fortune 50 company
- Recruited federal support facility to City of San Luis
- Received national acclaim for job growth: City of Yuma had most jobs created in nation – June 2004-2005

Economic Development Project Manager – City of Goodyear (Phoenix)

- Designed/produced marketing materials for all facets of Economic Development for City of Goodyear
- Designed and implemented Retail Attraction Program
- Established data base of national retail contacts
- Expanded retail development and attracted major national tenants to City; personally recruited Lowes, Wildflower Bakery and first Starbucks
- Produced, in collaboration with private partner, national award-winning International Economic Development Council promotional magazine insert

P R O F E S S I O N A L A F F I L I A T I O N S

International Economic Development Council (IEDC)

Urban Land Institute

International Council of Shopping Centers

Texas Economic Development Council

Rotary International

Junior League International

First United Methodist Church

R E F E R E N C E S

Cell/Text

|   |               |
|---|---------------|
| Michael Hornes – Assistant City Manager – City of Live Oak (former CM of Palestine) | 832-730-8333  |
| Carlton Schwab – President – Texas Economic Development Council                     | 512-413-4139  |
| Brenda Walker – Area General Manager – Oncor  | 903-731-2486  |
| Sloan Shuffler – CPA/business owner – Shuffler Properties                           | 903-948-1863  |
| Alexander Palermo – client – business owner   | 310-497-1917  |
| Marie Freeman –President – ETJT Ventures – client                                   | 972-345-9176  |
| Bill Wait – President- Williamsburg Custom Homes – client                           | 214-576-6633  |
| Tom Mullins – Pres./CEO, Tyler Chamber of Commerce                                  | 903-570-2626  |
| And my entire Team of great staff members - Palestine EDC Office                    | 903- 729-4100 |
| Also –letters of recommendation from former Arizona employers:                      |               |
| The Honorable John McCain – US Senator  |               |
| The Honorable Fife Symington, Arizona Governor                                      |               |

# Roger B. Johnson

7738 Cherry Hill Dr.  
Tyler, TX 75703

Phone (972) 489-1609  
Email jjcoach@hotmail.com

## **OBJECTIVE**

To give one hundred percent uses of my training and experience to meet business and community needs that will assist my employer to achieve key objectives for the implantation of its mission.

## **SUMMARY OF QUALIFICATIONS**

- Versatile, goal-oriented marketing/sales professional with broad experience in marketing and training in private and municipal business and tourism development which includes sports and entertainment events.
- Extensive knowledge of successfully coordinating and assisting with local events by activating services through marketing and communication functions.

## **CAREER HIGHLIGHTS**

### **Planning**

Developed an EDC business plan to finance and build a water park facility in the Madisonville / Madison County, for bringing in tourism and adding much needed revenue to the area.

Created and comprised promotional material for use with our product lines. Resulted in a 50% sales increase. Presented, demonstrated, evaluated and published product information on a national basis. Resulted in the increased expansion of the distributor and a retail base with a sales increase of 37% the first year.

### **Persuasion**

Influenced company management to expand the product size through generated market research data and demonstrated a product mix, resulting in a 25% increase of total volume.

Convinced organization to create a co-op-advertising program for retail customers that increased sales 50% in one territory, 30% in another.

### **Problem-solving**

The first problem was to bring to the City of Van a name brand hotel chain. That project had been being worked on with no success for over four years. I was successful in bringing in a Marriott hotel and Travel Center with the Love's Corporation, which was an \$18 million project what would bring in \$13 million in revenue to the community.

Developed a budget program that produced revenue generated from events that went directly into the convention & a tourism department.

Developing a revitalization program for a downtown historic building to be turned into an entertainment theatre.

Identified high-use market for product and generated data to expand product usage. Resulted in increased sales of 25%.

Resolve service and sales problems by developing an outgoing nationwide 800-telemarketing program. This increased productivity of sales and service by 22%.

Developed a successful business plan to purchase & moved the 90 ton Texas Queen Riverboat (136' x 30') from Waco, TX to Rockwall, TX. Largest item ever to be moved on Texas highways at that time.

## **Experience**

**Johnson~Ladrock LLC\_**  
Special Contractor - Dallas, TX

October 2015 – Present

Johnson~Ladrock is a private investment/marketing business primarily specializes in transactions ranging in size from \$100,000 to \$100,000,000. Transactions have covered a broad spectrum of industry sectors from electronics and medical to real estate and construction as well as the Corporate Marketing and Sponsorship programs. Johnson~Ladrock structures and completes each transaction differently; either as the principle, syndication or through third parties. Engagements can be for each individual, or on an ongoing consulting basis, which includes restaurant operations and training.

- Corporate/Hospitality Marketing Programs-including celebrity sports tournaments and speaking events.
- Mergers & Acquisitions -- including acquisition searches, divestitures and reverse mergers primarily dealing in the hospitality area.
- Corporate Finance -- including venture capital, private placements, grants and asset-based lending.

## **City Of Van**

**April 2014 – October 2015**

Van Economic Development Executive Director

As Van Executive Director I reported to the Van Economic Development Corporation (VEDC) Board of Directors and is responsible for executing the strategies of the VEDC, as well as the management of all day to day activities and operations of the corporation which includes being knowledgeable of applicable laws and regulations related to 4B economic development corporations. The management of the activities and operations of the VEDC include all aspects of the development, implementation, and oversight of economic development programs and initiatives for business recruitment, retention, promotion, marketing and expansion; coordinates assigned activities with other city functions and outside agencies and organizations; requires regular contact with the public in situations that require tact and judgment representing the VEDC in negotiations and mediations; and provides highly responsible and complex administrative support to the VEDC Board. This position also interacts with the City Manager and City Council.

### Essential Functions

Establish and implement an ongoing development plan.

- Negotiate incentive agreements and contracts with prospects in conjunction with the VEDC Board of Directors.
- Develop and assist in the implementation of city goals and objectives and policies and procedures related to economic activity programs; develop and manage a marketing and strategic plan for a long-range community economic development program; prepare periodic reports indicating related activities and progress towards goals and objectives; and advise the VEDC Board of Directors on issues related to the improvement and enhancements of the commercial tax base.
- Identify and recruit high quality office, retailers, restaurants and sales tax generating businesses for city sites; recruit, coordinate, and maintain contact with commercial real estate brokers and developers; and coordinate with city landowners to encourage retail and commercial sales tax generating development. Participate in the preparation and administration of the economic development program budget; develop budgetary plans and controls in order to facilitate economic development programs and activities.
- Prepare monthly reports for Economic Development Corporation meetings, including distribution and flow of such reports and background materials to the Corporation Board, Mayor, City Council and City Manager.
- Assists with the preparation of the Economic Development Corporation Annual Report, Strategic Plan and Contract Compliance Audits.
- Interact with area chambers of commerce and similar groups to promote Van business; represent the VEDC at chamber/city organizations and also at trade shows. Participate in monthly business calls to local businesses to ensure a business friendly environment and an open communication line.
- Conduct and manage special projects; work with outside agencies and professional consultants as necessary; act as an advisor to city municipal boards and other organizations; provide a source for media information promoting

a positive image of the City of Van.

- Review current ordinances and recommend to the city manager/city council new ordinances needed to enhance economic development opportunities.
- Provide customer service and serve as a trouble shooter to citizens, brokers, land owners, prospects, retailers, developers, and organizations acting as an advocate for business. Encourage, develop and nurture an environment receptive to appropriate business development.
- Develop and actively implement plans to identify and market the city and establish superior brand recognition in the marketplace, keeping marketing material current and updated regularly, i.e.: site sheets, brochures, research data, community profile, website and advertising layouts.
- Provide an annual review to the VEDC Board of goals accomplished and measurable marks of progress.

### **Johnson~Ladrock LLC**

**January 2012 - April 2014**

Special Contractor – Tyler, TX

Johnson~Ladrock is a private investment/marketing business primarily specializes in transactions ranging in size from \$100,000 to \$100,000,000. Transactions have covered a broad spectrum of industry sectors from electronics and medical to real estate and construction as well as the Corporate Marketing and Sponsorship programs. Johnson~Ladrock structures and completes each transaction differently; either as the principle, syndication or through third parties. Engagements can be for each individual, or on an ongoing consulting basis which includes restaurant operations and training.

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- Corporate Finance -- including venture capital, private placements, grants and asset-based lending.

### **City Of Madisonville/Madison County**

**Dec 2009 - January 2012**

Director of Convention & Tourism

Primary function is to develop and implement tourism generating tactics, including marketing, planning, research, communications and related duties; represents the City as a liaison for Economic Development I at meetings, conferences and trade shows. Works with representatives from the City, the Chamber of Commerce and hospitality industry; oversees the effective operation of the Truman Kimbro Convention Center; promotes local events through appropriate media; generates regular and special reports as requested.

Essential Functions

- Develops and implements ongoing marketing tactics and activities to promote the Madison County as a tourism destination, convention center and conference site.
- Oversees the effective operations of the Truman Kimbro Convention Center and Lake Madison sports and recreational facility.
- Develops cooperative marketing projects relating to the Texas Mushroom Festival.
- Creates tourism materials, direct mailings and targeted advertisements which support current economic development and businesses in Madison County.
- Builds relationships with community organizations and local businesses to develop an awareness of Historic Downtown Madisonville and Madison County.
- Manages all administrative aspects of the office, including Budget of Hotel Motel funds, purchasing, recordkeeping and reporting.
- Acts as liaison between the City and the Chamber of Commerce in supporting the Chamber's Mission statement.
- Develops a database of potential conventions and conferences.
- Initiates, researches and prepares individual and the regional tourism grant application
- Maintains the tourism website.
- Directs Parks and Recreation activities and events of the city.

**GURU Partners Marketing & Advertising**

**Aug 2007 - Nov 2009**

Marketing/Advertising Consulting Contractor

A Dallas-based, full-service agency whose capability includes marketing (U.S., international, sports and interactive), advertising, medium, creative, production, print production, public relations and research. GURU Partners excel in building long-term partnerships with their customers and vendors

As a consultant, I worked with different clients on a one on one basis to produce marketing/advertising projects through creative services that will ensure the client achieves most effectively their marketing goals. My one mission is to identify and satisfy the needs and objectives of our clients from their point of view.

**Johnson~Ladrock LLC**

**Oct 2002 - Aug 2007**

President/Owner

Johnson~Ladrock is a private investment/marketing business primarily specializes in transactions ranging in size from \$100,000 to \$100,000,000. Transactions have covered a broad spectrum of industry sectors from electronics and medical to real estate and construction as well as the Corporate Marketing and Sponsorship programs. Johnson~Ladrock structures and completes each transaction differently; either as the principle, syndication or through third parties. Engagements can be for each individual, or on an ongoing consulting basis which includes restaurant operations and training.

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- Corporate Finance -- including venture capital, private placements, grants and asset-based lending.

**Dallas Area Rapid Transit**

**Oct 2000-Oct 2002**

Marketing/Communication Contractor

Developed tactical marketing programs, found and developed new clients for business commuting programs and services, and deal with PR/Marketing issues including specific area route promotions.

- Developed Transportation programs for businesses, which included education seminars and financing programs if needed.
- Follow up with clients to insure their needs were being met properly in all areas and programs.
- Work with the planning department to develop new routes and services in specific areas.

**Dalflex**

**Jan 1991-Oct 2000**

Sales/Marketing Mgr.

Responsible for the Sales and Marketing of ergonomics/computer, telecommunications supply products sold throughout the U.S. by use of 800 telemarketing, catalogs, and direct sales.

- In charge of special product development for ergonomic usage outside the standard product design.
- Coordinate work safety seminars as well as conduct company safety evaluations in accordance to
- O.S.H.A. Safety standards.

## **Spence Research**

**Jan 1987-Mar 1991**

Director of Franchise Sales Development of Heath Fair Stores, a division of Spenco, Inc.

Responsible for the sales of franchised retail health stores to hospital/health organizations. The franchised retail stores were targeted to open in mall locations with the purpose marketing their health services to the consumer. Project was a startup operation that was developed by Dr. Wayman Spence of Spenco. Spenco is an innovative healthcare company whose mission is to help people everywhere achieve more with comfort.

## **Education**

### **Texas A.M. at Commerce**

- Radio & Television/Communication

### **TTIA Travel & Tourism College - 2010**

- An intensive curriculum of tourism marketing courses on the campus of Texas State University - San Marcos

### **Texas Leadership Institute - Community Development Program**

- **Basic Economic Development Course**
- **CRS 5101 - Land Development Financing (Tax Increment Financing)**
- **CRS 1370 - When Hollywood Comes to Town**
- **CRS 1358 - Hotel/Motel Occupancy Tax & Financing Tourism**
- **CRS 1450 - Creating Great Customer Service**
- **CRS 1302 - Developing a Historic Preservation Program**
- **CRS 1316 - Grant Writing, Grant Resources & Funding**
- **CRS 1362 - Developing Successful Festivals & Events**
- **CRS 1209 - Public Finance For Cities, Counties & Special Districts**
- **CRS 1602 - Economic Development Marketing Strategies**
- **CRS 1307 - Due Diligence In Economic Development**
- **CRS 1603 - Business Recruitment, Retention & Incubation**

### **Skills**

- Microsoft Word, Excel, Access, PowerPoint, Outlook and ACT 4.0.
- P&L and Balance Sheets
- Budget Projections, cash flow projections and manage a database.  
Professional courses in sales management, sales, marketing, advertising (both placement and development), direct mail and PR.

## **NON-PROFIT DEVELOPMENT, MANAGEMENT**

### **Children's Cancer Fund Board of Directors 2008 - 2012**

The Children's Cancer Fund is a non-profit organization dedicated to finding cures for childhood cancer by funding Pediatric cancer research, treatment, education and patient care programs at the Center for Cancer and Blood Disorders at Children's Medical Center for Cancer and Blood Disorders at Children's Medical Center Dallas and The University Southwestern Medical Center at Dallas.

- As A board member, assisted in determining what manner the funds of the Corporation shall be spent and see the Corporation is operating strictly in accordance with its charter.
- Continuously evaluating research projects and proposals presented directly to the board from physicians in the field of cancer research.
- Attend continuing education in the field of cancer research presented by the University of Texas Southwestern Medical School and Children's Medical Center

**OTHER ACTIVITIES**

- Past Chairman of the Development Board - Dallas, 2008-2009, Texas Can Academy
- Past Chairman of the Development Board - Ft. Worth, 2009-2010 Texas Can Academy
- Board Member for Dallas All Sports Association (DASA)
- Committee member of Community Education for the American Heart Association - Dallas, 2007-09
- Chair Person & Madison County Representative of Brazos Valley COG Transportation Committee
- Past Executive Director - Keep Madison County Beautiful
- Director - I-45 Corridor Visitor & Tourism Organization
- Director I-20 EDC Corridor Organization
- VanZandt County Representative on ETCOG Transportation Committee
- Committee member of Tyler Chamber of Commerce Tourism Committee

## References

**Tom Mullins**  
**President/ CEO**  
**Tyler Area Chamber**  
**315 N. Broadway, Ste 100**  
**Tyler, TX 75702**  
**(903)592.1661**

**Amanda Davis**  
**Van Texas - City Council Mayor Pro Temp**  
**(903) 571-4500**

**John Hardy – Past President**  
**Madisonville Economic Development Corporation**  
**John Hardy – Past President**  
**Hardy Oil**  
**509 S Elm St**  
**Madisonville, TX 77864**  
**( 936)348.2616**

**Gary Traylor**  
**Traylor & Associates**  
**201 Cambridge Road**  
**P.O. Box 7035**  
**Tyler, Texas 75711-7035**  
**(903) 581.0500**

**City of Madisonville**  
**Jody Butler – Past City Manager - Madisonville**  
**Cell: (817)948-3055**  
**Email: [jbutleritc@yahoo.com](mailto:jbutleritc@yahoo.com)**

**Children’s Cancer Fund**  
**Janet Stone – Past President**  
**Home: (214)351.2880**  
**janetwstone@sbcglobal.net**

**Texas Can Academy –**  
**Richard Marquez, President**  
**325 W. 12th St., Dallas, TX 75208**  
**Wk: (214)943.2244**  
**Email: [rmarquez@texanscan.org](mailto:rmarquez@texanscan.org)**

**Victoria Tankersley Van Chamber of Commerce**  
**249 S. Oak Van TX 75790**  
**903-963-5565**  
**tankersleyrealestate@gmail**

**John Sloan**  
**Sloan Law Firm**  
**Longview, TX.**  
**(903) 218-9590**

## Economic Development Coordinator Interview Questions

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| 1. What is the most challenging part of budgeting for you?   |
|  |
| 2. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.                                     |
|  |
| 3. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?           |
|  |
| 4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
|  |
| 5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)                        |
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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.  |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation.   |
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| 8. Tell me how you organize, plan, and prioritize your work.   |
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| 9. What are some long-range objectives that you developed in your last job? What did you do to achieve them?   |
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| 10. Share an experience when you applied new technology or information in your job. How did it help your company?  |
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| 11. Give me an example of when you thought outside of the box. How did it help your employer?  |
|  |
| 12. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.                          |
|  |
| 13. Would you consider analyzing data or information a strength? How so?   |
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## Economic Development Coordinator Interview Questions

14. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

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15. Tell me about the last time you oversaw the work of someone else. How did you effectively motivate, develop, and direct the worker(s)?

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16. What is the key to a successful budget?

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17. Provide an experience that demonstrates your ability to manage time effectively. What were the challenges and results?

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18. Share an experience in which your ability to consider the costs or benefits of a potential action helped you choose the most appropriate action.

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19. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

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20. Describe an experience in which your ability to work well with others and reconcile differences helped your company or employer. (Make sure the candidate knows how to negotiate.)

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21. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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22. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?

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23. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.

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24. What have you found to be the best way to monitor the performance of your work and/or the work of others? Share a time when you had to take corrective action.

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25. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

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## Economic Development Coordinator Interview Questions

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|   |
| 26. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?   |
|   |
| 27. Please share an experience in which you presented to a group. What was the situation and how did it go?   |
|   |
| 28. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)  |
|   |
| 29. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?  |
|   |
| 30. Provide an example when your ethics were tested.  |
|   |
| 31. Share an experience in which your willingness to lead or offer an opinion helped your company.  |
|   |
| 32. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.) |
|   |
| 33. Provide a time when you dealt calmly and effectively with a high-stress situation.  |
|   |
| 34. Tell me about a time when your ability to analyze needs and product requirements helped you create an effective design or make an informed decision to benefit your company.  |
|   |
| 35. Share an experience in which you used new training skills, ideas, or a method to adapt to a new situation or improve an ongoing one. (Look for the candidate's ability to learn.)   |
|   |
| 36. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.  |
|   |
| 37. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)  |
|   |
| 38. Share an example of when you established and accomplished a goal that was personally challenging. What  |

## Economic Development Coordinator Interview Questions

helped you succeed?

39. Provide an example of when you were persistent in the face of obstacles.

40. In your experience, what is the key to ensuring your company was compliant with all laws, regulations and standards that were applicable to your area of responsibility?

41. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

42. What was the most difficult board member you have needed to deal with? What made the relationship so difficult?

43. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)

44. Share with me the financial performance of the company you were last employed. What was your biggest contribution to the success of the company?

45. Please share an experience in which you successfully taught a difficult principle or concept. How were you able to be successful?

46. Name a time when your patience was tested. How did you keep your emotions in check?

47. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

48. What steps have you taken to ensure the continuing success of the previous companies you have led?

49. Name a time when your creativity or alternative thinking solved a problem in your workplace.

50. Explain how you prepare your budgets. What works well and what doesn't?

51. Provide an example of when you took an active role in changing legislation, laws, or public policy for the

## Economic Development Coordinator Interview Questions

betterment of both the general population and special groups.

52. Share a time when you were involved in a particularly difficult contract negotiation. What made the negotiation so difficult? What was the outcome?

53. How often would you review reports submitted by staff members to recommend approval or to suggest changes? Tell me more.

54. Share an experience in which personal connections to coworkers or others helped you to be successful in your work. (Make sure candidate works well with others.)

55. How would you explain your involvement with human resources? (Make sure the candidate will direct human resources activities, including the approval of human resource plans, the selection of high-level staff, or establishment of major departments.)

56. Tell me about the managers or department heads that reported to you. What responsibilities and work did you assign to them?

57. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

58. How much experience do you have serving on boards of directors, management committees, or other governing boards?

59. Prepare or present reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.

60. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

61. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

62. Please share a time when you needed to implement a corrective action plan to solve organizational or departmental problems.

## Economic Development Coordinator Interview Questions

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| <b>63. Have you been involved in establishing or redefining departmental responsibilities. How have you ensured departments or sites coordinate amongst themselves?</b>             |
|   |
| <b>64. Share an effective approach to working with a large amount of information/data. How has your approach affected your company?</b>   |
|   |
| <b>65. Provide an example when you coordinated the implementation of financial management or other administrative control system.</b>   |
|   |
| <b>66. Name a time when you directed a study or research on issues that affected your area of responsibility.</b>   |
|   |
| <b>67. What has been your involvement in promotional campaigns?</b>   |
|   |
| <b>68. Share an experience when you delivered a speech, wrote an article, or presented information at a meeting or convention. Tell me about it.</b>                                |
|   |
| <b>69. Tell me about your last experience recruiting, interviewing, or hiring an employee. What techniques did you find most effective in finding the right person for the job?</b> |
|   |
| <b>70. What is the key to success when communicating with the public.</b>   |
|   |
| <b>71. Describe an experience in which you identified the educational needs of your students and successfully developed a way to teach/train them.</b>                              |
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**CITY COUNCIL  
CITY OF GUN BARREL CITY, TEXAS  
AGENDA ITEM # 1.B**

**MEETING DATE:**

March 9, 2020

**SUBJECT:**

**ACTION ITEM:**

Reconvene into Open Session to discuss and/or take action if any regarding executive session. (Mayor)

**BACKGROUND:**