



City Of Wagoner  
Economic Development Authority  
Board Member Requirements

The information provided is just a guideline for the position of Board Member for the Wagoner Economic Development Authority. The requirements may vary from day to day depending on the projects you may be assigned. The most challenging aspect for this position is the time requirements. Economic Development is at times a slow-moving process. You may find yourself working on a project for months without finalizing a deal.

**Guidelines:** As an Economic Development Board Member you are required to follow State and Local statutes. You must familiarize yourself with the Oklahoma Open Meeting Act. You will be required to dedicate an enormous amount of time to this position. You must communicate effectively with the Board and members of the Community. As well as attend all scheduled meetings. You must familiarize yourself with the ED Board by Laws and execute according to their requirements.

**Complexity Of Position:** This position has varied duties and requires accurate dissemination of information between the ED Board and City Government. Understanding completely the complex use of Technology and how it can impact every decision. Our main objective is Economic Development for the City Of Wagoner. This can be a QSR, Manufacturing, Retail Business, Tourism Event and many other forms. Economic Development has many faces and is not limited to one source.

**Minimum Qualifications:**

High School Diploma or equivalent  
Some College beneficial  
Business or Industry background

**Duties and skills required:** Subject to change

Attend Council Meetings  
Respond effectively to various action items  
Compile Data and create reports – Microsoft Office – Computer Literate  
Effective group management  
Planning and organizing work as an independent  
Maintaining files and records  
Oral and written communication  
Ability to utilize online platforms for disseminating information for ED Board use  
Time management  
Knowledge of correct grammar and usage

**CITY OF WAGONER ECONOMIC  
DEVELOPEMENT BOARD APPLICATION**



**PERSONAL INFORMATION**

<b>NAME</b> ( <i>Lastname, Firstname Middle Initial</i> )		<b>DATE OF BIRTH</b> ( <i>mm/dd/yyyy</i> )		
<b>ADDRESS</b> ( <i>Number, Street, City, State Zip Code</i> )				
<b>TELEPHONE</b> ( <i>Home</i> )		<b>TELEPHONE</b> ( <i>Mobile</i> )		<b>EMAIL ADDRESS</b>

**EDUCATION** (*most recent* )

Level	School Name	Period (Year)		Degree
		From	To	

**WORK EXPERIENCE AND INDUSTRY BACKGROUND**

Company / Location	Date (Year)		Position	Reason for Leaving
	From	To		

**MAJOR SKILLS REQUIRED**

SEE DISCRIPTION OF  
REQUIRMENTS

SIGNATURE

DATE