

CITY OF WINDOM

JOB DESCRIPTION

(3/24/22)

Job Title: Development Director
Department: Economic Development Authority of Windom
Supervisor: Administrative – City Administrator & Assistant City Administrator, Policy – EDA Board & City Council
Grade: 21
Hours Required: 40 Hours (Additional hours may be necessary to fulfill requirements of the job.)

SCOPE OF POSITION:

General Statement of Duties: Performs responsible administrative and professional work promoting, facilitating, and coordinating development activities for the city; performs related duties as required.

Supervision Received: Works under the administrative direction of the City Administrator/Assistant City Administrator and policy direction from the Economic Development Authority and the City Council.

Supervision Exercised: Exercises general and technical supervision over administrative assistant, contractors and/or volunteers, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The listed examples may not include all duties performed.

Provides information and assistance to existing and new businesses and industries in locating, relocating, or expanding in the Windom area. Assists with activities designed to attract new businesses and industries to the community.

Makes arrangements for purchase, sale, and encumbering of land for economic development purposes including, but not limited to, industrial parks, commercial development or residential, as directed by the Board.

Develops sources of prospective businesses and industries to relocate in Windom.

Maintains database and facilitates marketing of available sites and buildings.

Creates and maintains information related to the availability of the labor force and assists with activities that may include job training, career fairs or coordinating educational opportunities.

Assists in obtaining financing for projects and provides technical assistance during the projects.

Consults with the Zoning Administrator and Windom Planning Commission regarding land use planning.

Acts as a liaison with business partners, such as developers, city business owners, Southwest Regional Development Commission, Southwest Minnesota Housing Partnership, Minnesota Department of Employment and Economic Development, State Legislators, and all other agencies, as needed.

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Researches, applies for, and assists in administering appropriate grant or loan programs for the City, i.e., City's Revolving Loan Fund Program, EDA Loan Pool, Small Cities Development Program, and other programs, as applicable.

Prepares or assists in the preparation of all required reports including, but not limited to, the EDA's annual report to the City Council, TIF reports required by the Minnesota State Auditor, reports required by DEED.

Represents the City/EDA at public meetings, hearings, and conferences.

Attends meetings of various committees and organizations as requested by the Authority including, but not limited to, City Council, Chamber of Commerce, Windom Area Development Corporation, Planning Commission, and Board of Adjustment.

Coordinates volunteers who assist with development activities.

Supervises the administrative assistant, including interviewing and recommending hiring, training, assigning and prioritizing work, evaluating work, compensation and discipline, etc.

Solicits and oversees the use or implementation of goods and services from contractors, engineers, architects, and consultants, as directed.

Provides business information services, such as research and customer services, and refers to other governmental services as appropriate.

Under the direction of the Authority, develops and implements short- and long-range plans for economic development.

Evaluates potential projects to determine feasibility and community impact and makes recommendations to the Authority.

Promotes an awareness and involvement within the community concerning economic development.

Prepares and administers annual department budget.

Approves bills, deposits, and allocation of accounts.

Provides day-to-day management of EDA properties including, but not limited to, overseeing and arranging for the maintenance and upkeep of EDA-owned property and/or other EDA obligations.

Responsible for the maintenance and updates of the City website.

All other duties as assigned and directed by the EDA, City Council, City Administrator, or Assistant City Administrator.

KNOWLEDGE, SKILLS, ABILITIES

Working knowledge of real estate, finance, marketing, and related areas.

Working knowledge of industrial, residential, and commercial property development.

Working knowledge of government processes, services, planning, and economic research.

Working knowledge of laws, rules and regulations related to development and finance.

Ability to plan, direct, and coordinate development activities, including interaction with affected city departments.

Ability to communicate effectively, both orally and in writing, with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, city staff, and the general public.

Ability to develop project alternatives, including costs, advantages, and disadvantages.

Ability to analyze data, prepare financial statements, budgets, and reports.

Ability to supervise staff, coordinate volunteers, and oversee contractors.

MINIMUM QUALIFICATIONS

Bachelor's degree with major coursework in finance, real estate, marketing, economics, local and urban affairs, or a related field and three years of experience in community or economic development. Comparable experience may be substituted for the minimum educational requirements at the option of the EDA Board, Selection Committee, and/or City Council.

DESIRABLE QUALIFICATIONS

Five to seven years of experience in municipal economic development.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.