

CITY OF MARSHALL Job Description

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| POSITION TITLE: Economic Development Director | DATE: June 2008 |
| DIVISION: Economic Development | FLSA STATUS: Exempt |
| ACCOUNTABLE TO: City Administrator | UNION STATUS: NA |

SUMMARY OF POSITION

Under general supervision and direction of the City Administrator and the Economic Development Authority, this position is responsible for promoting, facilitating and coordinating commercial, industrial and housing development activities within the City of Marshall. Associated duties include coordination and staff support for the City's Economic Development Authority, Housing and Redevelopment Authority, ~~and the Marshall Area Chamber of Commerce Industrial Development Committee.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, update and implement community plans and strategies for promoting economic development activities within the community.
2. Act as the primary staff contact for business or development inquiries, maintain inquiry log and provide follow-up assistance as required.
3. Community Development Activities:
 - A. Provide information and assistance to existing and new businesses and industries in locating, relocating, or expanding in the Marshall area. Initiates and assists with activities designed to promote and attract new business to the community.
 - B. Develops sources of prospective businesses and industries to relocate to Marshall.
 - C. Researches and analyzes business sites; assists developers in obtaining financing for projects; and provides technical assistance during the project. Investigates, requests, and administers any appropriate grant or loan program(s) related to industrial and commercial developments, redevelopments, or rehabilitations, and coordinates efforts with other City staff. Create and present incentive package proposals to entice new and existing business development.
 - D. Act as a liaison with commercial/industrial/business developers, business owners, Minnesota Department of Employment and Economic Development, State Legislators, and any others as may be practical and necessary in areas related to economic development.
 - E. Evaluate potential projects to determine feasibility and community impact and makes recommendations to the City Administrator and Economic Development Authority.
 - F. Provide business information services such as research and customer services, and refers to other governmental services as appropriate.
 - ~~G. Supervise the activities of the part-time clerical staff including assigning and prioritizing work, evaluating work, training, interviewing and recommending hiring, discipline, etc.~~
4. Represent the Economic Development Authority at public meetings, hearings and conferences. Attends meeting of various committees and organizations as requested, including but not limited to: City Council, Chamber of Commerce, City Planning Commission and the Marshall Industrial Development Committee. Attends other meetings as required.
5. Develop and conduct surveys, compile results, prepare reports with recommendations on a variety of development programs and projects. Prepare requested and required reports, including but not limited to area employment levels, tax base, job creation, etc.
6. Develop, coordinate and promote economic development marketing efforts within the community to recruit additional workforce and families. Align economic development activity to compliment assessing, engineering, and community services activities.
7. Update and maintain the Marshall Industrial Park Guide, current information on availability of sites and buildings, employment data, tax information, utility information, JOBZ Program, and other information useful to relocating or expanding businesses.
8. Provide staff support and assistance to the Marshall Economic Development Authority (EDA) and Housing and Redevelopment Authority (HRA) including monitoring projects and accounts and marketing properties.
- ~~9. Provide staff assistance to the Marshall Area Chamber of Commerce Industrial Development Committee including coordinating applications, and processing and monitoring loans.~~
10. Oversee the administration of the EDA's Community Reinvestment Fund (CRIF).
11. ~~Supervise the~~ preparation of departmental staff reports to the City Administrator, City Council, and advisory committees.
12. Oversee the development of the annual departmental budget; direct the keeping of required records and develop administrative reports as required.

13. Coordinate and advise as to the acquiring and disposal of land as needed to foster economic development and engineering projects.
14. Utilize a working knowledge of T.I.F. to analyze potential development projects.
15. Attendance is an essential function of this position.
16. Perform other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Bachelor's Degree in Urban Studies, Public Administration, Business Administration, Finance or related field.
- B. Minimum of five (5) to seven (7) years of progressive experience in the public or private sector in economic development, community development, business, or related field is required.
- C. A demonstrated record of ongoing continuing education in the Economic Development field. Certification as Certified Economic Developer (CEcD) or as an Economic Development Finance Professional (EDFP) is desired.
- D. Must possess and maintain a valid Class "D" MN Drivers License.

DESIRABLE QUALIFICATIONS

Masters degree in Urban Studies, Public Administration, Business Administration, Finance or related field.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough working knowledge of marketing strategies for industrial and commercial recruitment.
- Thorough working knowledge of public and private financing techniques, incentives and programs for economic development deal structuring and the ability to apply creativity to each situation. To include tax increment financing, tax abatement, community development block grants, JOBZ, etc.
- Knowledge of business location and expansion considerations and ability to address those concerns with sensitivity.
- Ability to communicate effectively, in English, both verbally and in writing, to other staff members, advisory commissions, City Council members, and outside groups to enhance their understanding of economic development issues.
- Ability to maintain informational and database files.
- Ability to prepare grant applications to public and private sources.
- Ability to review and analyze financial statements of businesses.
- Knowledge of land assembly and industrial/business park development.
- Possess outstanding interpersonal skills and be able to establish and maintain effective working relationships.
- Ability to work with diverse groups of people, communicating mutual goals and policies into coordinated action. Must be able to present a positive image of the City to prospective business clients and the community in general.
- Skillfully operate computer and related word processing, spreadsheet, network and internet applications.
- Must possess outstanding interpersonal skills and be able to develop effective personal relationships.
- Ability to work flexible work schedule.

SUPERVISION EXERCISED

Responsible for the selection and supervision of administrative staffing dedicated to the Economic Development activities.

SUPERVISION RECEIVED

General supervision by the City Administrator with wide latitude for independent action and decision-making.

PUBLIC CONTACTS

Considerable and continuous contacts with city departments and employees, public and private organizations, business, other governmental agencies and officials, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, office equipment (copy machine, fax machine, printer, calculator), and telephone/cell phone.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY

The City of Marshall does not discriminate on the basis of disability status in the admission or access to or treatment or employment in its programs and activities.