

Director of Community Development

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Department: Economic Development	
Supervisor: City Administrator and EDA Board	
FLSA Status: Exempt	Union Status:
Grade: 18	
Prepared/Revision Date: September 2025	
Prepared by: DDA Human Resources	

Job Summary:

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 Pipestone. In addition, this position will manage all planning and zoning activities. Associated duties include coordination and staff support for the City's Economic Development Authority.

Scope of Responsibility:

Responsible for the operations of the Community Development Department and for providing professional support for the Economic Development Authority for the City of Pipestone. This position will also manage planning and zoning for the City.

Essential Duties and Responsibilities:

1. Community Development Activities
 - 1.1. Provides information and assistance to existing and new businesses and industries in locating, relocating, or expanding in the Pipestone area. Initiates and assists with activities designed to promote and attract new business to the community.
 - 1.2. Develops sources of prospective businesses and industries to relocate to Pipestone.
 - 1.3. Researches and analyzes business sites; assists developers in obtaining grants and financing for projects; and provides technical assistance during the project.
 - 1.4. Acts 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.
 - 1.5. Evaluates potential projects to determine feasibility and community impact and makes recommendations to the City Administrator and Economic Development Authority.
 - 1.6. Researches, applies for, and administers any appropriate grant or loan program(s) related to housing, industrial and commercial developments, redevelopments, rehabilitations, and coordinates efforts with other City staff.
 - 1.7. Provides business information services such as research and customer services, and refers to other governmental services as appropriate.
 - 1.8. Develops, coordinates and promotes economic development marketing efforts within the community.
 - 1.9. Coordinates activities with other City departments.

2. Operational Management
 - 2.1. Develops, updates and implements community plans and strategies for promoting economic development activities within the community.
 - 2.2. Primary staff contact for business or development inquiries, maintains inquiry log and provides follow-up assistance as required.
 - 2.3. Provides clerical and administrative support and assistance to the Pipestone Economic Development Authority (EDA) including monitoring projects and accounts and marketing properties.
 - 2.4. Represents the Economic Development Authority at public meetings, hearings and conferences. Attends meetings of various committees and organizations as requested, including but not limited to: City Council, Chamber of Commerce, and City Planning Commission. Attends other meetings as required.
 - 2.5. Develops and conducts surveys, compiles results, prepares reports with recommendations on a variety of development programs and projects. Prepares requested and required reports, including but not limited to area employment levels, tax base, job creation, etc.
 - 2.6. Oversees the development of the annual departmental budget; directs the keeping of required records and develops administrative reports as required.
3. Planning and Zoning
 - 3.1. Manages the contract and services that assists with building and zoning permit applications ensuring accuracy, completeness, and compliance with codes and requirements.
 - 3.2. Analyzes variances, conditional use and zoning requests and prepares reports with recommendations.
 - 3.3. Researches, analyzes and prepares reports detailing formal findings of fact and supporting documentation.
 - 3.4. Enforces city nuisance ordinances, including documentation of potential violations.
 - 3.5. Administers zoning and subdivision provisions of City Code.
 - 3.6. Issues verbal and written orders for correction of faulty, improper, and illegal construction.
 - 3.7. Administers the City Property Maintenance Ordinance: responds to complaints, inspects for violations, issues tags and warnings, and recommends abatement and demolitions.
 - 3.8. Serves as a liaison to the Heritage Preservation Commission.
4. Other Duties as Assigned or Apparent
 - 4.1. Attends training, seminars and educational opportunities to maintain knowledge and understanding of current trends in economic and community development.
 - 4.2. Researches and acquires grant funding to promote growth and development within the City of Pipestone.

Minimum Qualifications:

This position requires a Bachelor's Degree in Urban Studies, Public Administration, Business Administration, Finance or related field and a minimum of five years' of progressive experience in the public or private sector in community development, economic development, business, or a related area; or equivalent combination of education and experience.

Key job characteristics include: 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 including tax increment financing, tax abatement, community development block grants, 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, Working knowledge of state and city laws, codes, rules and regulations including building, zoning, planning and nuisance codes and ordinances, 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; outstanding interpersonal skills and ability to establish and maintain effective working relationships; ability to work with diverse groups of people, communicating mutual goals and policies into coordinated action; ability to present a positive image of the City to prospective business clients and the community in general; ability to skillfully operate computer and related word processing, spreadsheet, network and internet applications; and ability to work flexible work schedule.

Preferred Qualifications:

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all City policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with City and Department requirements.

Certificates, Licenses, Registrations:

Valid Driver's License.

Physical Demands & Working Conditions:

Most work is performed in a normal office environment. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. Must conduct physical inspections that may include climbing, stooping and lifting up to 25 pounds. Specific vision abilities required by this position include close, distance, color, peripheral and depth vision. Must work flexible hours including evenings and weekends.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council and the City Administrator retain the discretion to add duties or change the duties of this position at any time.

City of Pipestone

Pay Plan Calibrated for 2025 Wages

2.70% COLA over 2024

Grade	Steps													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	\$15.41	\$15.75	\$16.11	\$16.47	\$16.84	\$17.22	\$17.61	\$18.00	\$18.41	\$18.82	\$19.24	\$19.68	\$20.12	\$20.57
2	\$16.41	\$16.78	\$17.15	\$17.54	\$17.93	\$18.34	\$18.75	\$19.17	\$19.60	\$20.04	\$20.49	\$20.96	\$21.43	\$21.91
3	\$17.47	\$17.87	\$18.27	\$18.68	\$19.10	\$19.53	\$19.97	\$20.42	\$20.88	\$21.35	\$21.83	\$22.32	\$22.82	\$23.33
4	\$18.52	\$18.94	\$19.36	\$19.80	\$20.25	\$20.70	\$21.17	\$21.64	\$22.13	\$22.63	\$23.14	\$23.66	\$24.19	\$24.73
5	\$19.63	\$20.07	\$20.53	\$20.99	\$21.46	\$21.94	\$22.44	\$22.94	\$23.46	\$23.99	\$24.52	\$25.08	\$25.64	\$26.22
6	\$20.81	\$21.28	\$21.76	\$22.25	\$22.75	\$23.26	\$23.78	\$24.32	\$24.86	\$25.42	\$26.00	\$26.58	\$27.18	\$27.79
7	\$22.27	\$22.77	\$23.28	\$23.80	\$24.34	\$24.89	\$25.45	\$26.02	\$26.61	\$27.20	\$27.82	\$28.44	\$29.08	\$29.74
8	\$23.38	\$23.91	\$24.44	\$24.99	\$25.56	\$26.13	\$26.72	\$27.32	\$27.94	\$28.56	\$29.21	\$29.86	\$30.54	\$31.22
9	\$25.02	\$25.58	\$26.16	\$26.74	\$27.35	\$27.96	\$28.59	\$29.23	\$29.89	\$30.56	\$31.25	\$31.95	\$32.67	\$33.41
10	\$26.27	\$26.86	\$27.46	\$28.08	\$28.71	\$29.36	\$30.02	\$30.70	\$31.39	\$32.09	\$32.81	\$33.55	\$34.31	\$35.08
11	\$27.58	\$28.20	\$28.84	\$29.49	\$30.15	\$30.83	\$31.52	\$32.23	\$32.95	\$33.70	\$34.45	\$35.23	\$36.02	\$36.83
12	\$28.96	\$29.61	\$30.28	\$30.96	\$31.66	\$32.37	\$33.10	\$33.84	\$34.60	\$35.38	\$36.18	\$36.99	\$37.82	\$38.67
13	\$30.41	\$31.09	\$31.79	\$32.51	\$33.24	\$33.99	\$34.75	\$35.53	\$36.33	\$37.15	\$37.99	\$38.84	\$39.71	\$40.61
14	\$31.93	\$32.65	\$33.38	\$34.13	\$34.90	\$35.69	\$36.49	\$37.31	\$38.15	\$39.01	\$39.89	\$40.78	\$41.70	\$42.64
15	\$33.53	\$34.28	\$35.05	\$35.84	\$36.65	\$37.47	\$38.31	\$39.18	\$40.06	\$40.96	\$41.88	\$42.82	\$43.79	\$44.77
16	\$35.20	\$35.99	\$36.80	\$37.63	\$38.48	\$39.34	\$40.23	\$41.13	\$42.06	\$43.01	\$43.97	\$44.96	\$45.97	\$47.01
17	\$36.96	\$37.79	\$38.64	\$39.51	\$40.40	\$41.31	\$42.24	\$43.19	\$44.16	\$45.16	\$46.17	\$47.21	\$48.27	\$49.36
18	\$38.81	\$39.68	\$40.58	\$41.49	\$42.42	\$43.38	\$44.35	\$45.35	\$46.37	\$47.41	\$48.48	\$49.57	\$50.69	\$51.83
19	\$40.75	\$41.67	\$42.60	\$43.56	\$44.54	\$45.55	\$46.57	\$47.62	\$48.69	\$49.78	\$50.91	\$52.05	\$53.22	\$54.42
20	\$42.79	\$43.75	\$44.73	\$45.74	\$46.77	\$47.82	\$48.90	\$50.00	\$51.12	\$52.27	\$53.45	\$54.65	\$55.88	\$57.14
21	\$46.21	\$47.25	\$48.31	\$49.40	\$50.51	\$51.65	\$52.81	\$54.00	\$55.21	\$56.46	\$57.73	\$59.03	\$60.35	\$61.71
22	\$49.45	\$50.56	\$51.70	\$52.86	\$54.05	\$55.26	\$56.51	\$57.78	\$59.08	\$60.41	\$61.77	\$63.16	\$64.58	\$66.03
23	\$52.91	\$54.10	\$55.31	\$56.56	\$57.83	\$59.13	\$60.46	\$61.82	\$63.21	\$64.64	\$66.09	\$67.58	\$69.10	\$70.65
24	\$56.61	\$57.88	\$59.19	\$60.52	\$61.88	\$63.27	\$64.70	\$66.15	\$67.64	\$69.16	\$70.72	\$72.31	\$73.94	\$75.60
25	\$60.57	\$61.94	\$63.33	\$64.75	\$66.21	\$67.70	\$69.22	\$70.78	\$72.37	\$74.00	\$75.67	\$77.37	\$79.11	\$80.89
26	\$64.81	\$66.27	\$67.76	\$69.29	\$70.85	\$72.44	\$74.07	\$75.74	\$77.44	\$79.18	\$80.96	\$82.79	\$84.65	\$86.55