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## JOB DESCRIPTION

### Economic Development Director

#### **JOB SUMMARY:**

The Economic Development Director initiates, delivers, and administers plans, programs, and services that promote economic development in the City of Granite Falls.

This individual works with existing and prospective businesses, city residents, various committees, boards, councils, and community/regional/state organizations to promote common development projects, goals and objectives in the City. Maintains a positive working relationship with city department heads and staff, business representatives, elected and appointed city officials, community groups, outside governmental agencies, local media, and the general public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Initiates, delivers and administers economic development plans, programs, and services.
  - Serve as the primary point of contact for business inquiries, business development projects, and business prospects.
  - Monitors business activity develops strategies to retain current businesses, and assists in the development, growth and attraction of new businesses to the city (business retention and expansion BRE).
  - Reviews plans for development, economic development and redevelopment projects.
  - Develops and coordinates the implementation of short- and long-range plans, operational priorities, and objectives for economic development for the City of Granite Falls.
  - Conducts surveys and technical studies.
  - Research and prepares economic development policy and implementation proposals
  - Initiates and manages special economic development, redevelopment, transportation, community housing, and land use studies/projects.
  - Reviews reports, analyses and studies the impact and the economic vitality of the city; and monitors and ensures the maintenance of accurate and complete records.
2. Administers and develops various economic development programs such as the revolving loan fund, tax increment Financing (TIF), tax abatement, opportunity zones, new market tax credits (NMTC), and façade revitalization.

3. Prepares annual program budget for the Economic Development Authority
  - Prepares reports and updates for City Council, EDA, and funding agencies.
  - Prepares and administers state and federal grants.
  - Ensures that all administrative and regulatory requirements are fulfilled.
  - Initiates and participates in the preparation of grant application, tax increment financing plans, loan documents, and on-going administration of reports.
  - Prepares and complies with mandatory reporting agencies for programs the EDA oversees, which may include USDA, Positively Minnesota CDBG, CRS, Rent Certificates, Small Cities Grants, and other organizations.
4. Organizes, attends, and facilitates regular meetings with the Mayor, City Manager, and City business leaders, advocates for transportation and economic development causes and legislation.
  - Provides information for all aspects of industrial development including finances, governmental bonding, taxation policies, business counseling, and general information on community facilities and amenities.
  - Participates in and schedules industrial and commercial location visits.
  - Meets and collaborates regularly with a variety of governmental agencies on issues involving economic development.
  - Works with participating governmental and private bodies to help them development plans for dealing with prospective companies.
5. This position serves as the property manager for 28 EDA-owned townhomes. Which includes but not limited to managing the property, insurance, rent, background checks, maintenance, repairs, and maintains housing laws. This individual must also register with the State of Minnesota pursuant to the Kari Koskinen Law, MN Statute 299C.66.
6. Maintains the EDA website
7. Updates City television Channel 8

## QUALIFICATIONS

**Education:** Bachelor's degree in city planning, real estate development, finance, marketing or a related field is desired. Strong understanding of economic development and business retention tools, strategies, and financing. Designation as a Certified Economic Developer (CEcD) is preferred, or candidate is willing to work towards.

**Work Experience:** Minimum two years of experience in economic and business development, city planning, real estate development, finance, marketing, or transportation and housing.

### Technical skills:

- Working knowledge of modern office practices and procedures, including use of Microsoft Office.
- Advanced knowledge of Microsoft Excel, including features such as filters, formulas, charts, and tables.

## **OTHER QUALIFICATION**

- Knowledge of federal, state, and local regulations governing economic development programs is preferred, or candidate is willing to learn.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with employees of the City.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Comprehensive understanding of economic development including current practices and emerging issues.
- Excellent communications skills both orally and written, and the ability to work with people having very diverse interests.
- Knowledge of principles and practices of real estate, including appraisals, price valuations and negotiations of vacant, residential, and commercial properties.
- Ability to formulate project goals, analyze data, and draw logical conclusions.

**PHYSICAL AND MENTAL REQUIREMENTS:** Physical effort is light for most of the work with lifting or carrying limited to 25 pounds intermittently. There are significant periods of time with significant customer contact by phone and e-mail.

**WORKING CONDITIONS:** Work is split between a normal office environment and business visits. Driving is required to attend meetings.

**STATUS:** Full-time non-exempt position

**BENEFITS:** Health insurance, vacation days, sick days, and Public Employee Retirement Association (PERA) as required by MN Statute.

**LOCATION:** Granite Falls, Minnesota City Hall

**HOURS:** 8:00 a.m. – 5:00 p.m., may vary based on need

**REPORTING RELATIONSHIP:** Reports to Economic Development Authority (EDA) Board of Directors.

**SUBMIT CREDENTIALS:** Crystal Johnson, [crystal.johnson@granitefalls.com](mailto:crystal.johnson@granitefalls.com) or to City Hall, 641 Prentice St, Granite Falls, MN 56241

The City of Granite Falls is an Equal Opportunity Employer.