



ECONOMIC DEVELOPMENT COORDINATOR

Job Description

I. IDENTIFYING INFORMATION			
JOB TITLE:	EDA Coordinator	WORK/PAY STATUS:	Part-time, Hourly
SUPERVISOR:	City Clerk	FLSA STATUS:	Nonexempt
		PAY GRADE:	5
DEPARTMENT:	EDA & Administration	WORK SCHEDULE:	Varies; Per Supervisor
WORK LOCATIONS:	Various work sites & city hall		

II. PURPOSE STATEMENT
Promotes and maintains the broad economic vitality of Lambertton by aggressively soliciting the growth of housing, business and industry in identifying new opportunities, goals and objectives for the development of the community. Performs work to stimulate cultural vitality and enhance the health of the city by positioning itself to identify and respond to new ideas and opportunities in an era of rapid change.

III. ORGANIZATIONAL RELATIONSHIPS	
Reports to:	City Clerk, EDA Board, City Council
Communicates with:	
Internally:	All other city employees and volunteers
Externally:	Suppliers, contractors and repair services, City residents
Supervises:	None

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING
The incumbent works under the general supervision of the City Clerk and closely follows department policies, procedures, and standards for assigned work tasks. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing regular work tasks. The employee is also expected to review own work results to ensure quality standards are met. Additionally, the fully performing employee can perform troubleshooting that is commensurate with training and experience but refers more difficult and complex problems to the EDA Board.

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V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

- 1. Keeps Supervisor informed of all noteworthy matters.**
- 2. Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects.**
- 3. Performs duties and tasks associated with community relations**
 - Works with state, regional and county EDA's routinely through communication to find funding sources to support community improvement project and economic development programs, etc.
 - Actively participate and communicate with business owners, organizations and residents.
 - Assists City Clerk in the preparation of content for marketing and communication materials.
- 4. Performs duties and tasks associated with EDA events and meetings**
 - Prepares an agenda
 - Conducts the necessary research and provides support materials to aid council and EDA board in making informed decisions. Carries out assignments or directives of the city council and EDA board.
 - Conduct EDA business in compliance with City policies and State statutes.
- 5. Develop and maintain City Website**
 - Update content on various website pages.
 - Keep community calendar updated with the latest events.
 - Add meeting minutes and agendas.
- 6. Performs duties and tasks associated with housing**
 - Be constantly aware of availability of housing in the community watching for opportunities to increase the range of housing within the community.
 - Manage all EDA property (Farm land)
 - Promote and facilitate sales of lots (residential and commercial) assisting the City Attorney with preparation of Purchase Agreements, scheduling of Public Hearings, Obtain Abstract of Titles etc.
 - Promotes Southside Second Addition among other property within City Limits.
 - Manage Housing Grants and work with grant administrators.
- 7. Assist with zoning applications and permits required for community development.**
- 8. Maintain the loan application process and maintain all loans administered by the EDA board**
- 9. Promote Business retention and Growth**
 - Work with local businesses that already exist to strengthen them and assess their needs.

VI. OTHER DUTIES & RESPONSIBILITIES

- Performs other related duties and tasks as apparent or assigned by Supervisor.
- May be subject to periodic drug-testing as outlined in city policies.

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VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ City and department policies & procedures as well as the Supervisor's directives ▪ City's and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infrastructure ▪ applicable federal & state laws and city & county ordinances ▪ principles and practices in street maintenance including construction & repair ▪ principles and practices in park maintenance including construction & repair ▪ OSHA-required safety standards and department safety practices ▪ machines, tools, and equipment used in public works 	<ul style="list-style-type: none"> ▪ using tools, equipment, & machinery to perform work tasks with effectiveness and efficiency ▪ troubleshooting routine issues and problems, taking independent action, and using proper procedures ▪ using an appropriate degree of patience and tact in customer service situations 	<ul style="list-style-type: none"> ▪ attend employer-required training and satisfy learning objectives ▪ work independently and perform duties with consistency and uniformity ▪ handle not public data and other sensitive information in accordance to state statute and City/department policy ▪ continually improve personal knowledge base through OJT and informal training ▪ work beyond normal works hours as well as evenings, weekends and holidays ▪ cope with the mental stress and physical demands of the position including emergency situations ▪ lift/carry/move heavy objects weighing up to 25 pounds and heavier objects with assistance ▪ communicate with city residents as well as contractors/consultants and suppliers/vendors

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used:

Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, other typical office equipment, and a motor vehicle.

Expected and As-needed Duty Uniform and Personal Protective Equipment include: Adequate work clothing, including outerwear (i.e. weather gear); footwear (boots preferred); hard hats, face shields, and safety eyewear; respiratory protection; durable and disposable chemical-protective clothing (when needed); other personal protective equipment (as needed).

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IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

1. College graduate with an Associate degree or technical college degree with similar years of experience in Urban Studies, City Planning, Economic Development or a related field preferred.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- ❖ Some experience in zoning procedures and operations with knowledge of laws, rules and regulations affecting economic development and city government.
- ❖ Considerable ability at self-supervision and skills to develop and maintain City website.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office/building spaces and can involve reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Also travels within and outside city to attend meetings, training, and other work-related events. Works outside normal hours including evenings and weekends. Diversified job requiring sustained mental effort related to public contact, organizational issues, planning and technical areas. The incumbent may encounter emotional strain or tension. There is sustained exposure to public contact, sitting, computer keyboards and video screen.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk)