



City of Cloquet Job Description

POSITION: Community Development Director
DEPARTMENT: Community Development
REPORTS TO: City Administrator

SUMMARY

The Community Development Director directs and oversees the Community Development Department including the day to day responsibility of the City's economic development program.

ESSENTIAL FUNCTIONS OF THE JOB

The following are typical illustrations of duties encompassed by the job, but are not an all-inclusive or limiting list of the duties required to perform this job. Other additional duties may be assigned.

Performs a wide variety of economic development administrative activities, including staffing the Cloquet EDA.

Assists in preparing, updating, and implementation of various economic development plans.

Develops and monitors departmental budget.

Serves as the Executive Director/Secretary of the Cloquet Economic Development Authority and provides staff liaison support to the Cloquet Economic Development Partnership.

Assists and advises businesses locating or expanding in the City.

Interacts with business and community leaders, including the Chamber of Commerce, to educate and promote awareness of economic development programs and issues.

Maintains promotional material and inventory of property available for development.

Prepares and provides information regarding land availability, markets, workforce availability, transportation, utilities, and financing to businesses.

Works with economic development consultants in marketing and promotion of city to prospective businesses and encourages the expansion of existing businesses.

Meets regularly with local businesses and carries out an ongoing business retention, expansion and development program targeted to strengthening and assisting existing local businesses to expand and the development of new businesses by area residents.

Develops strategies for the allocation and delivery of City financial assistance including tax increment financing, development bonds, tax abatement and applicable federal, state, and local programs for commercial, industrial, housing projects and the various City revolving loan programs.

Manages economic development and loan funds; maintain loan files; assures collection, development, analysis and recommends loan applications.

Develops and carries out a marketing program for the City Business Park and other appropriate City property, prepares proposals, secures funding for a variety of studies as necessary and appropriate.

Directs and manages the City Community Development Department operations, policies and procedures, activities, planning, schedules, staff and budget.

Prepares short range tactical plans to accomplish department goals.

Prepare long range goals and strategic plans for the department.

Provides managerial leadership and directs the selection, supervision, and evaluation of department staff. Conducts or oversees performance evaluations, and initiatives and implements disciplinary action as warranted. Resolves grievances and other sensitive personnel matters.

Directs economic development, planning, zoning, subdivision, building & housing, and other community development functions to achieve goals within budgeted funds and available personnel.

Plans and organizes workloads and staff assignments, reviews progress, directs changes in priorities and schedules as needed to assure work is completed in an efficient and timely manner.

Other Duties include:

Monitors legislation and trends for potential impact on the City.

Manages various projects, special assignments and studies; conduct a wide variety of research; gather and evaluate information and prepare appropriate written reports.

Works with developers and packages RFP's as required.

Seeks, pursues, and writes grant applications for projects that may benefit the City.

Manages City properties acquired for Economic Development or other purposes as directed.

Assists with the development and maintenance of the City's website in particular those portions of the site pertaining to the functions of the Community Development Department; fully maintains Cloquet EDA website.

Attend meetings and assist as necessary or as may be created by the City.

Keeps the City Administrator promptly informed of all significant matters/developments.

Receives, investigates, and resolves citizen questions, complaints, and requests for information.

Performs all other duties and assumes responsibilities as apparent, assigned, or requested.

SUPERVISORY RESPONSIBILITIES

Manages the City Planner, Building Official and contracted consultants. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Coordinates these responsibilities with the City Administrator.

WORKING HOURS

Normal working hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Frequent night meetings and additional work hours to complete the essential duties may also be required. Punctuality and minimal absences required.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Minimum Qualifications:

A four year degree from an accredited college or university in business administration, public administration, or related field with extensive course work in economics, marketing, and finance.

Three years increasingly responsible public administration experience with at least one year in an economic development related position.

Preferred Qualifications:

Masters degree in business administration, public administration, or related field with extensive course work in economics, marketing, and finance.

Experience in County or City government.

3-5 years experience in economic development.

National Development Council or IEDC certification or equivalent preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to prepare reports and correspondence. Skill in reading and interpreting legal descriptions, building plans, specifications, codes and ordinances. Ability to communicate effectively in both oral and written forms. Ability to read and write reports regarding inspections and permits, and the ability to maintain accurate records. Ability to establish and maintain effective working relationships with supervisors, co-workers, private and public agencies, elected officials and the general public. Ability to make public presentations and be able to explain complicated issues in a non-technical manner.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of public and private financing techniques for economic development and economic development in general.

Knowledge of redevelopment and general housing programs.

Knowledge of applicable federal, state, and local laws pertaining to local government operations.

Working knowledge of municipal planning & zoning, subdivision, and wetland regulations.

General knowledge of the State Building Code.

Working knowledge of current principles and practices of local public administration, including general knowledge of departmental services, functions, and operations.

Considerable knowledge of Geographic Information Systems (GIS) and its application.

Ability to use spreadsheet, word processing, and database software proficiently.

Ability to manage multiple projects and meet deadlines.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with appointed officials, co-workers, outside agencies, and the public.

Ability to work independently.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Class D Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is occasionally required to stand, reach with hands and arms, climb or balance, and stoop kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors; using a computer and other office equipment; working alone, working around or with others.

The noise level in the work environment is usually moderate.