

DEVELOPMENT **COORDINATOR**



Human Resources Office
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Winona, MN 55987

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APPLICATION DEADLINE: Friday, November 16, 2012, 4:30 P.M.

STARTING HOURLY WAGE RANGE: DOQ: \$20.40 to \$25.50/hour

JOB SUMMARY:

Performs a variety of technical and professional work related to matters of economic development, planning and community development. Responds to public inquiries, writes and administers grants, conducts research and prepares detailed reports. Work is performed with a considerable amount of self-initiation, independence, and judgment under the direction of the Director of Economic Development.

MINIMUM REQUIREMENTS:

- A valid Driver's License
- Graduation from an accredited college, university, or technical college with a 2 or 4 year degree in business, economics, public administration, urban and regional studies or closely related field; or an equivalent combination of education, training and experience which provides the knowledge and abilities necessary to perform the work is required
- A minimum of 1 year experience in economics, community development or planning.
- Proficiency in Microsoft Office Suite with strong MS-Excel skills.

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT THE FOLLOWING:

- City of Winona application must be completed
- Completed Supplemental Questionnaire (attached to application)
- Resume desired

RETURN APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE TO:

City Hall, Human Resources Office
207 Lafayette
PO Box 378
Winona, MN 55987

EXAMINATIONS:

1. Qualifications Rating - Pass/Fail
Must meet minimum requirements listed
2. Assessment of Application and Supplemental Questionnaire
3. Panel Interview/Presentation
4. Computer proficiency testing
5. Merit Board Interview

EXAMINATION INFORMATION:

You must pass each examination in order to proceed to the next step.

RESULTS OF EXAMINATION:

- Candidates will be notified by mail or e-mail of the final results within approximately 20 days of taking the examinations.

APPLICATION INFORMATION:

- If you are an eligible military veteran and wish to claim Veteran's Preference, you must complete the Veteran's Preference section of the application.
- Driver's license and/or criminal history checks will be conducted for all positions
- Medical physical may be required
- Pre-employment drug screenings are required for all positions

DUTIES AND ESSENTIAL FUNCTIONS

- Research funding sources and prepare applications for funds for all areas of the City with special emphasis on community, housing and economic development.
- Design project financing for potential projects.
- Assists in the administration of the revolving loan portfolio.
- Responsible for coordination and/or preparation of financial and legal documents related to planning, community and economic development.
- Responsible for the administration of projects and grants.
- Direct, develop and coordinate economic development marketing and promotional activities aimed at attracting new economic development, redevelopment and investments to Winona.
- Develops policies and procedures for implementation of projects and recommends changes in policies when necessary.
- Serves as liaison and staff to City Committees and organizations as assigned.
- Preparation of reports and agendas.
- Performs a variety of research and coordination duties for the Department of Community Development on matters related to economic development, planning, zoning, ordinance updates, and other assigned special studies and statistical reports.
- In depth knowledge of financial strategies for development.
- Ability to read and interpret plans and maps
- Ability to work on several projects simultaneously.

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- General knowledge of Microsoft Programs.
- Knowledge of practices and principles of city government, economic, industrial, community development and planning
- Knowledge of real estate transactions
- Working knowledge of land development ordinances and code enforcement principles, practices and methods as applied to a municipal setting
- Ability to prepare, organize, and maintain data files and records
- General knowledge of business financial statements
- Experience with GIS related software