

<u>ASSISTANT CITY MANAGER</u> <u>FOR ECONOMIC</u> <u>DEVELOPMENT</u> DEPARTMENT OF COMMUNITY DEVELOPMENT CITY OF WINONA, MINNESOTA	JOB DESCRIPTION	
	REPORTS TO: CITY MANAGER	
	DIRECTLY SUPERVISES: COMMUNITY DEVELOPMENT STAFF, BUILDING OFFICIAL AND CITY PLANNER	
	6-4-05	APPROVED: EBS

SUMMARY:

The Director of Economic Development is responsible to the City Manager for advising on and participating in formulation of industrial, economic and community development goals of the City of Winona and Port Authority of Winona and, once established their accomplishment. The employee provides leadership and direction to the department, covering all areas of development including building and housing inspection, planning and zoning, community and economic development.

Specific responsibilities include coordinating project financing; land development, land acquisition, preparation, and coordination of tax increment financed projects, and disposition of properties for development purposes. Employee is responsible to secure funds from federal, state and regional agencies and the administration and implementation of the programs and projects funded by these sources to achieve established goals.

Employee serves as assistant executive secretary to the Port Authority of Winona.

Work is performed with considerable freedom for the use of individual initiative and judgement, but is subject to general direction or review by the City Manager.

Act as City Manager in absence of City Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

- Coordinate development project financing for new and expanding businesses including grants, IDB's, loans, TIF and other sources and remain current on new changes and opportunities in these areas of financing.
- Negotiate with potential developers regarding desired development and available assistance packages.
- Acquire and dispose of property for development purposes.
- Market development properties.
- Administer and implement projects as approved by the Port Authority and/ or the City of Winona.
- Attends meetings and acts as the staff to the Port Authority including preparing

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reports and agenda, conducting research, provides advice and suggestions to the Commissioners.

- Communicates official plans, programs, policies and procedures to staff and general public.
- Maintain extensive contact with local businesses and prospective commercial and industrial developers and serve as City liaison to organizations and other agencies concerned with economic and community development.
- Develops and administers the budget for the Department of Community Development and Port Authority of Winona.
- Manage and supervise the staff of the Community Development to assure achievement of department goals within available resources, plan and organize workload and staff assignments, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
- Directs and administers code enforcement activities and related services as adopted by the City of Winona.
- Directs and administers planning programs to encourage orderly development in accordance with approved comprehensive plans and ordinances.

SUPERVISORY RESPONSIBILITIES:

Directly supervises the Program Development Director, City Planner, Building Official, Housing Inspector, Building Inspector, Graphic/Complaint Coordinator, and Secretarial positions for the Community Development Department. This employee carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assigning, directing and rewarding work; transfer, suspend, discipline for just cause (both written and oral) and evaluate performance. May effectively recommend hiring, promotion, adjust grievances, discharge for just cause and demote. Serves as City Manager in the Manager's absence.

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 EXPERIENCE:

- Graduation from an accredited institution with course work in public administration, finance and business administration
- Master's Degree is preferred
- Must have four years or more of supervisory experience
- Must have five years or more of progressively responsible experience in development activities.

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LANGUAGE SKILLS:

- Ability to prepare complex written documents
- Ability to give clear and understandable presentations and speeches
- Ability to present information clearly and concisely, both orally and written
- Ability to read and comprehend financial documents
- Knowledge of appropriate local, state and federal laws
- Ability to read and interpret government documents
- Ability to negotiate complex development projects
- Ability to communicate effectively with elected officials and the general public

MATHEMATICAL SKILLS:

- Ability to make arithmetic computations using whole numbers, fractions and decimals
- Ability to compute rates, ratios and percentages
- Ability to prepare and understand complex financing for development projects
- Knowledge of business and government financial statements
- Ability to develop creative development financing programs

OTHER SKILLS AND ABILITIES:

- Ability to supervise a complex set of department functions which involve several technical disciplines, to manage a complicated work program to match demands to resources and work assignments are completed in a timely, thorough and complete manner.
- Ability to work on numerous projects which have demanding requirements and tight time schedules.
- Ability to analyze situations, information, formulate alternatives and use sound judgment in drawing conclusions and making decisions.
- Ability to develop a course of action and maintain momentum to reach successful conclusions in a variety of program areas.
- General knowledge of overall government functions and impact with development projects
- Ability to think in a creative and strategic manner
- General knowledge of computer operations
- Familiarity with GIS and how to utilize it in the operations of the Community Development Department.
- Ability to use computer programs such as word processing and spreadsheets and powerpoint.
- Ability to work with diverse members of businesses or individuals at the same time
- Knowledge of general practices of Community and Economic Development

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- Thorough knowledge of city planning operations including how to formulate, implement and apply comprehensive plans and studies related to development issues.
- Thorough knowledge of building division operations including how to develop, interpret and apply development regulations and to conduct code enforcement activities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current Driver's License

MINIMUM QUALIFICATIONS:

- Graduation from an accredited institution with course work in public administration, finance and business administration
- General knowledge of computer operations
- Ability to use computer programs such as word processing and spreadsheets and presentation
- Ability to communicate effectively with elected officials and the general public
- Ability to give clear and understandable presentations and speeches
- Must have four years or more supervisory experience
- Must have five years or more of progressively responsible experience in Community and Economic Development activities

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 frequently stands, walks, sits and talks or hears.

This employee must occasionally lift up to 10 pounds. There are no specific vision requirements.

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. The noise level in the work environment is usually moderate.