

Housing & Economic Development Coordinator

Approved: October 26, 2023

I. IDENTIFYING INFORMATION

JOB TITLE: Housing & Economic Development Coordinator	DEPARTMENT: Economic Development	WORK LOCATION: BEP Office
SUPERVISOR: Executive Director	FLSA STATUS: Exempt	WORK STATUS: Full-time, Salaried
DEPARTMENT HEAD: Executive Director	PAY BAND:	CORE OFFICE HOURS: Per Policy
JOB SERIES: Housing and Economic Development		

II. PURPOSE

Performs professional and administrative work to coordinate certain portions of the department's community and economic development functions through implementing, planning, marketing, and research to strengthen the county's industrial, commercial, and housing sectors. Exercises specific responsibility for assigned activities, programs, and services. Assists Executive Director, regularly and when delegated, in the performance of other areas and assignments. Provides secondary staff support to City and County EDA's as directed or when needed in Director's absence. Promotes and represents BEP's best interests at all times. Responsible for creating and maintaining information resources and databases and preparing reports and analysis.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director

Works closely with: BEP Board of Directors, County Board, County EDA, City Administrator's, Economic and Community Development Staff Members

Communicates with:

Internally - BEP Executive Director, BEP Board of Directors

Externally - All County and City departments and employees, County and partner City's Planning Commissions, partner City's EDA's, other CED professionals, DEED and other state/county/federal agencies, CED & financial consultants, developers & real estate agents, suppliers/vendors, Chamber of Commerce, County and partner City's official newspaper and other media outlets, business and community groups, business/landowners and residents

Supervises: None

IV. ESSENTIAL FUNCTIONS *(All duties, tasks and subtasks that can be logically inferred are not specified.)*

1. Department Administration

- Assists the Executive Director in the preparation and maintenance of complete and accurate records and ensures required reports are completed and submitted to appropriate agency.
- Provides input on department's office and information technologies and helps to maintain necessary office supplies.
- Coordinates Quarterly BEP Meetings, secures sponsorships and other events as assigned.
- Coordinates assigned programs and services in compliance with state and federal laws, rules and regulations and according to County and partner City policies and plans. Keeps the Director informed of noteworthy items.
- Provides backup support for Part-Time Accounting/Administrative Assistant.

2. Professional Leadership and Decision-making Support

- Regularly informs the Director about assigned areas of responsibility; provides professional advice and recommendations on areas of responsibility; receives input/feedback and follows Executive Director's supervisory guidance and direction.
- Provides secondary staff support to County and partner City EDA's, providing administrative and clerical support as directed and during Supervisor's absence.

3. Planning, Zoning and Other Community Development

- Under supervisory oversight coordinates assigned activities, programs, and services with direct responsibility for influencing/guiding people in appropriate directions and organizing/facilitating the flow of data/information to professionally support the decision-making process.

3. Planning, Zoning and Other Community Development (cont.)

- b. Contributes to the organization and administration of the County and partner City's short and long-range planning and economic development activities (e.g. Comprehensive Plan, capital improvement plan, etc.).
- c. Participates in the development and implementation of County and partner City programs & initiatives related to population growth, land use, transportation and housing, public infrastructure, broadband, and community amenities. Assists with informal and formal studies & surveys. Researches and assists with related grant applications as directed.

4. Commercial-Industrial & Other Economic Development

- a. Collaborates and partners with existing and prospective business owners, local and community organizations, and appropriate township entities/groups to promote job growth and other economic development; assists in the management of our partner City's industrial parks and other sales/lease opportunities; and works with any joint intergovernmental bodies, coalitions, and task forces.
- b. In coordination with the Executive Director, develops and implements BEP plans, programs and initiatives related to business retention, commercial & industry expansion, housing, and business recruitment: meets with current and prospective business owners to understand and assess needs; provides information about possible sources of financial and other assistance; and assists Executive Director in the evaluation of any adverse environmental impacts and generation of potential mitigation measures.
- c. Answers general inquiries and provides information on a variety of economic development topics; prepares BEP promotional, marketing, and other informational materials as directed; and provides information and assistance to the civic organizations and other groups involved in business and economic development activities.
- e. Reviews various applications, including all housing and economic development incentive applications, agreements, contracts, and memoranda and helps monitor development agreements, approved business subsidy agreements, and other documents for compliance with terms and conditions.
- f. In conjunction with city projects, researches and applies for grant funds.
- g. Maintains complete and accurate internal records related to housing and economic development activities.

5. External Communications/Relations

- a. Represents BEP before various outside entities. Establishes and maintains relationships with a wide variety of individuals and groups; interacts with developers, business owners, landowners, consultants and contractors; and informs Executive Director of significant or noteworthy concerns and issues.
- b. Represents the BEP as a spokesperson and advocate. Under the Executive Director's supervision serves as a member of the BEP's negotiating team and depending on the topic may facilitate understandings or mediate options/solutions with other parties.
- c. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve personal performance and organizational success.
- d. Receives requests for information, complaints, and other input/feedback about department and either personally responds or refers to Supervisor.
- e. Maintains and develops contacts with land owners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, Area Chambers of Commerce, and other economic development related organizations and agencies.

V. OTHER DUTIES AND RESPONSIBILITIES

- Serves as member of various staff committees as assigned by Supervisor.
- Attends Township, City Council and Economic Development Authority meetings. Attends Planning Commission meetings as requested by the Executive Director.
- Performs other duties as assigned by the Executive Director, directed by the BEP Board, or apparent to the incumbent.

VI. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Also considered essential functions of each position covered by this job description.

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each major area of accountability ▪ County & City ordinances, resolutions, & Council directives; BEP department policies and procedures; and the City's Comprehensive Plan ▪ BEP's organizational structure, operations, programs, and activities ▪ laws, rules, and regulations applicable to community & economic development ▪ financing and funding sources related to community & economic development ▪ principles, procedures, practices, strategies, and methods of community and economic development—with particular expertise in the areas of marketing, housing, economics, forecasts, impacts, business retention, business expansion, and business development ▪ office automation and other technologies useful for municipal operations ▪ program management, process control and improvement, and workflow management ▪ City's public infrastructure and its importance to CED efforts 	<ul style="list-style-type: none"> ▪ planning and evaluating department's programs and services ▪ researching and applying for grants and other sources of CED funds/monies ▪ conducting research, analyzing/interpreting data, and preparing reports ▪ developing alternatives; including cost/benefit and other pros & cons of various options ▪ providing/presenting reliable information and sound advice to elected & appointed officials ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ leading/supporting groups (of peers and superiors) in work on complex and significant matters ▪ using County GIS and typical office software, ensuring information technologies help to increase work productivity 	<ul style="list-style-type: none"> ▪ handle public data and other sensitive information according to MN state statute ▪ keep current on local government finance and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ implement policies and carry out Executive Director directives and initiatives ▪ motivate self and others to diligently work and successfully perform in a results-driven environment ▪ interpret and administer policies with consistency and uniformity ▪ work independently and with a high level of initiative & resourcefulness ▪ cope with the mental stress of the position ▪ interact with various local & community organizations ▪ operate a personal computer, large format printers, and other typical CED tools, machines, and equipment ▪ speak and write effectively in English ▪ receive input/feedback (and constructive criticism) on performance ▪ work beyond normal work hours as well as evenings and some weekends ▪ travel and attend meetings within and outside the County

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (GIS, word processing, spreadsheets, etc.), calculator, telephone, copy and fax machines, tape measure, scale measures, and a motor vehicle.

VII. MINIMUM REQUIREMENTS (may include training, experience, licenses/certifications & other credentials)
An equivalent combination of education and experience may be considered during the hiring process.

1. Two years of experience in economic development, housing, real estate development, business management, marketing, public administration, urban planning and/or municipal planning in a local government or related organization.
2. Valid Minnesota driver's license and satisfactory driving record.
3. Knowledge of computers and software.

VIII. 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 a hiring process and in a promotional context.

- ❖ Bachelor's degree from an accredited college or university in land use planning, economic development, housing, business management, marketing, urban planning, public administration or related field.
- ❖ Greater practical experience in economic development programs and activities including specific work with public & private sources of financial assistance.
- ❖ IEDC or NDC Certification as a Economic Development Finance Professional, and/or Housing Development Finance Professional

IX. WORKING CONDITIONS (includes characteristics related to both the job itself and its work environment)
This section provides a summary only.

Works in typical office setting including sitting at desk for extended periods of time. Some outdoor work for building and other construction site inspections and visits. Uses a number of repetitive movements, fine motor skills and hand-eye coordination. Uses near and distance vision, peripheral vision and depth perception, color vision, ability to focus, sense of touch, and hearing. Physical demands also include walking, reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files and file boxes.

The employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, and airborne particles. The noise level in the work environment is usually quiet in the office and moderate in the field. Uses personal vehicle to travel within and outside for inspections, meetings, and training. Works outside normal hours including evenings.