

## **ECONOMIC DEVELOPMENT SPECIALIST**

**FLSA STATUS:** Exempt

### **NATURE OF WORK**

This position, located within the Community Development Department, is responsible for the coordination of the City of Minot's economic development activities. The position is responsible for economic development related functions in which the City has a role including economic development strategic planning, liaison with economic and business development oriented organizations serving and located in the City of Minot, implementing economic development initiatives of which the City is the lead or a partner, coordinating responses to expressions of interest for economic and business development in Minot, and assuring the City remains current with best practices in economic development. The position places considerable emphasis on creativity, initiative, relationship building, communication, expertise in economic development best practices, and consensus building. While the position is expected to be a self-starter it is within the Community Development Department and reports to the Community and Economic Development Director.

### **ESSENTIAL FUNCTIONS OF WORK**

The following duties are expected for this position. These duties are not be construed as exclusive or all-inclusive. Other duties may be required and assigned by either the City Manager or the Community and Economic Development Director:

- Oversee all economic development activities in which the City has involvement.
- Research and analyze county, state and federal legislation, rules, regulations, programs, grants, business incentives, and guidelines regarding economic development matters. Prepares recommendations, goals, and policies for consideration by the City Manager and City Council.
- Tracks activity related to City investments and economic development activities associated with the MAGIC fund and provides annual recommendations to the Finance Director and City Manager on such funding for annual budget consideration.
- Provides guidance and coordination of economic development tools available to the City of Minot through the North Dakota Century Code, including Business Improvement Districts, Tax Increment Financing (TIF) and TIF Districts, and Development Authorities.
- Promotes and encourages commercial, retail, and industrial development, including new business development, existing business support, expansion, retention, and attraction, in coordination with non-profit partners whose distinct roles are related to economic development and business growth in the City of Minot.
- Leads City role in comprehensive citywide growth strategies and downtown growth strategies, in partnership with non-profit organizations involved in such activities, with such role including monitoring conditions in the city, region, and state which may affect such strategies, and providing recommended changes or adjustments to strategies as appropriate.
- Serve as economic development advocate within the City government, serving as a liaison with other City functions and departments to offer suggestions, recommendations, and new initiatives to maintain the City's ability to be responsive to economic development needs.
- Serves as subject matter expert for the City in negotiating incentives, terms, conditions, etc. for economic and business development agreements involving the City, all of which are subject to review by the City Attorney and approval by the City Manager and City Council.
- Identifies opportunities for public/private partnerships, marketing, outreach and city support connected to economic development and business growth
- Researches and tracks economic development data, trends and approaches; conducts technical analyses and develops technical reports and recommendations.
- Supports public relations and communication through the Public Information Officer recommending and preparing drafts of public presentations, information for news media, marketing tools, and messaging to county, state, and federal representatives and agencies to support city's economic and business development goals

## **ECONOMIC DEVELOPMENT SPECIALIST (continued)**

- Represents the City at City Council and other public meetings, provides testimony to legislature, and attends and presents at community meetings, functions and activities involving economic and business development matters

### **REQUIREMENTS OF WORK**

- Ability to analyze/categorize data to understand changing conditions and ability to present recommended modifications to existing economic development policies, strategies and/or methods to meet unusual and/or changing unusual conditions in the City and/or related to a specific area or project.
- Ability to advise and interpret for City leadership and economic development partners the application of policies, procedures, standards, and strategies to specific situations and/or potential development opportunities
- Ability to understand and utilize a variety of advisory information such as financial statements, workforce trends, applicable state and federal departments/agencies rules and regulations, census data, and accounting methods
- Ability to exercise judgment, decisiveness and creativity required in a dynamic environment involving direction, control and planning of economic development activities, plans and programs in which the city has a role
- Ability to provide as needed and/or requested technical assistance involving economic development principles, programs, strategies, and operational needs to non-profit partners providing economic and/or business development related services

### **DESIRED MINIMUM TRAINING AND EXPERIENCE**

Possession of Bachelor degree(a Master's degree is desirable) in business, economics, public administration, real estate, finance or related field and a minimum of 6 years of progressively responsible experience in economic and business development program management and formulation; or, any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Demonstrated familiarity through education and work experience with key economic development tools including Tax Increment Financing, Business Improvement District, Redevelopment Authorities, and with key economic development activities including implementing development and redevelopment plans, utilizing 501(c)(3) non-profit partners, marketing. Familiarity with federal grant programs which can be used for economic development activities and projects including EDA, HUD, USDA, DOT, and EPA.

Certified Economic Developer (CEcD) designation desirable and will result in a salary above minimum for position.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid North Dakota driver's license within one month of appointment

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.