



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Tom Barry, City Manager
Lisa Jundt, Human Resource Director

DATE: April 1, 2019

**SUBJECT: APPROVAL OF JOB DESCRIPTION FOR ECONOMIC DEVELOPMENT
SPECIALIST AND AUTHORIZATION TO BEGIN HIRING PROCESS**

I. RECOMMENDED ACTION

Recommend approval of newly developed job description for the Economic Development Specialist, and authorize the Human Resource Department to begin the hiring process for the position which will result in an additional FTE to staffing levels.

II. DEPARTMENT CONTACT PERSONS

Tom Barry, City Manager	701-857-4750
Lisa Jundt, Human Resource Director	701-857-4753

III. DESCRIPTION

A. Background

During the 2019 Budget process, City Council approved diverting \$250,000 of sales tax away from the Magic Fund in favor of bolstering economic development within the City of Minot, and for implementation of an economic development task force. This action resulted from the findings of an IEDC report, which pointed to a deficiency of proactive City leadership involvement with developing and sustaining long-term economic growth. In light of the findings, both the IEDC stakeholders group and the steering committee recommended the development and hiring of this position.

B. Proposed Project

To move forward as directed by the City Council, the City Manager and Human Resource Director are proposing to hire an on-staff Economic Development Specialist. This position, which would be located within the Community Development Department will be responsible for the coordination of City economic development activities including: recommending future strategic planning initiatives, providing information as a liaison for economic and business development oriented organizations, implementing economic development initiatives where the City is lead or a partner, and assuring the City remains current with best practices in economic development. .

IV. IMPACT:

A. Strategic Impact:

An Economic Development Specialist will assist the City to become more strategic in the deployment and use of resources to promote successful, sustainable long-term economic development for the City of Minot.

B. Service/Delivery Impact:

This position will be key in bridging the many economic development gaps identified within Minot by collaborating and coordinating with other economic partners in the City.

C. Fiscal Impact:

This position will be funded through diversion of sales tax dollars appropriated in the 2019 budget and will be an additional FTE to staffing.

Project Costs

The surveyed salary grade for this position will be grade 70 with a range of \$70,432 to \$106,041. This position will be fully benefitted which will cost approximately 30% of the hired applicant's gross salary.

V. ALTERNATIVES

Alternative One: Delay hiring for the position.

Alternative Two: Do not approve the position.

VI. TIME CONSTRAINTS

The position is fairly specialized and may be difficult to fill locally, requiring more time for recruitment. Delay in hiring the position along with potential difficulties in finding the right candidate, will slow down progress on much needed economic development for the City.

VII. LIST OF ATTACHMENTS

A. Economic Development Specialist job description