



Board of County Commissioners Agenda Request



Requested Meeting Date: March 23, 2021

Title of Item: Approve Econ. Dev. Coordinator Job Description & Posting

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
--------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

Submitted by: Jessica Seibert	Department: Administration
-----------------------------------------	--------------------------------------

Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 5 min.
-----------------------------------------------------------------------------	-----------------------------------------

Summary of Issue:

Attached is a job description for filling the vacant Economic Development Coordinator position. The job description has been reviewed and recommended by the Personnel Committee and Economic Development Committee. The committees also recommend filling the position.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Approve Economic Development Coordinator job description and posting position.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*

Budgeted for 1/2 year.



ECONOMIC DEVELOPMENT

Department Administration
Grade Grade 10
Reports to County Administrator
FLSA Status Exempt
Union Status Non-union Position

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To establish, implement, and administer a uniform economic development program to stimulate economic and retail development in Aitkin County through attracting new businesses to the communities, working to strengthen existing businesses, and promoting business and tourism.

Supervision Received

Employees working in this job class work under administrative direction and are free to plan, develop, and organize all phases of the work necessary for its completion within broad program guidance. Generally, they develop and utilize procedures and methods that do not conflict with major organization policies.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Encourages economic development that is consistent with the goals and objectives of the County and promotes the establishment of livable wage jobs, with emphasis on businesses that offer unique products and services.
2. Develops a functional relationship with the cities, townships, local chambers of commerce, recreational trail organizations and economic development agencies.
3. Understand broadband options available and work together to improve availability and use of high speed broadband services.
4. Provides a single-point source of contact to connect business owners with information about financing and technical assistance programs available in the community.
5. Accumulates data on the County and communities to include inventory of available buildings, services, utilities, and performs market analysis.
6. Collaborates with the Aitkin County Land Department to market recreational trail systems including the Northwoods ATV Trail.



Position Description

7. Maintains file on State/Federal Grant and Loan Programs and provides technical assistance in the writing of grant applications for funding.
 8. Conducts marketing efforts with a special focus on available development sites.
 9. Maximizes the use of technology to market and recruit new businesses and visitors to the area.
 10. Is an active member of and provides assistance to local economic development organizations, including community assistance with local projects for sewer, water, and other infrastructure.
 11. Designs and implements other local creative financing mechanisms, assists Aitkin County communities in establishing revolving loan funds, and refers businesses to other sources of assistance.
 12. Assists in the packaging of loans for businesses from the State/Federal agency programs.
 13. Periodically reviews plans to evaluate progress towards economic development within the County.
 14. Actively develops strategic goals and a plan related to economic development.
 15. Conducts business in accordance with the Open Meeting law.
 16. Regularly attends professional meetings and stays well informed of new developments and legislation as it relates to economic development. Establishes a professional network and actively participates in state and regional economic development associations and activities.
 17. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Planning, Economic Development, Economics, Business, Marketing or related major, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Strong written and verbal presentation skills required.

Must be willing to work flexible hours and weekends as needed for attendance at trade shows and other related events.

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including county and municipal planning principles and laws.
3. Financing, marketing, and management of commercial projects.
4. Principles of economic development including competitiveness, equity, global economy, comprehensive strategy, regional collaboration, industrial focus, customer orientation, partnerships, measurement and evaluation, and learning.
5. Emerging principles and development strategies in State and local economic development.
6. Innovations in economic development, including the evolving direction of economic development in the new economy.



Skill in:

1. Public relations, communication, and interpersonal skills as applied to interaction with business owners and the general public, elected officials, peers, coworkers, and supervisors sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Preparing and making presentations to groups.
4. Reading, writing, and speaking English proficiently.
5. Independently organizing and prioritizing work.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Develop goals consistent with the underlying purpose of Aitkin County's economic development efforts.
3. Bring business leaders and government officials together in order to establish economic development projects in anticipation of possible federal and state funding.
4. Consistently maintain a high degree of self-motivation and have the ability to work independently.
5. Travel and work in excess of standard hours when necessary.
6. Demonstrate proficiency to organize work efficiently and effectively.
7. Consistently demonstrate a high level of initiative.
8. Develop work methods and procedures that attain desired results.
9. Demonstrate knowledge of specialized policies, regulations, statutes, procedures, and practices pertaining to the area of county land-use administration.
10. Make decisions in accordance with applicable laws and policies.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



Position Description

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software. County Payroll Software/E-time, geographic information system (Webfusion), Microsoft Word, Excel, Outlook, Publisher, PowerPoint, and other job-related software.

Ability to Travel

Travel is required for trainings and meetings in and out of Aitkin County and to non-campus locations, including Long Lake Conservation Center.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

Work Environment

The noise level in the work environment is usually quiet.

Equipment and Tools

Computer, copier, fax, telephone, cell phone, printer, 10-key calculator, shredder, measuring devices, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.



Position Description

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Our Vision: *We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.*

Our Mission: *Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.*

Our Core Values: *Collaboration, Innovation, Integrity, People-Focused, Professionalism*