

CITY OF COHASSET

DIRECTOR OF ECONOMIC DEVELOPMENT

GENERAL PURPOSE

The position directs City economic development and redevelopment projects, provides financial and investment direction for the City and related work as apparent or assigned. The position involves work setting goals under the direction of the City Council.

SUPERVISION RECEIVED

Works under direct supervision of the City Council.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Facilitates the development of the city's economic development strategies; acts as the agent in negotiating purchase and sale of land, offers of incentives, and securing additional funding through grants.
- In consultation with the City Council and the Mayor, responsible for the short and long range development planning for the City and also responsible for the development and implementation of the resulting financial and investment plans.
- Recommend to the City Council the procedures to protect essential public facilities and prevent deterioration of the City's public facilities and infrastructure.
- In close cooperation with the Financial Controller and the City Council, annually review and make recommendations for changes in fees, charges, and any other City revenue sources as a part of the annual budget process.
- Serve as a community liaison or City representative, represent City's interests and positions in a variety of venues, as apparent or assigned (e.g., intergovernmental committees, boards, or associations).

CITY OF COHASSET

DIRECTOR OF ECONOMIC DEVELOPMENT

- Prepares a variety of studies, reports and related information for decision-making purposes.
- Works with developers, landowners and existing businesses to promote development in Cohasset.
- Monitors events related to orderly annexation and ensure city obligations are met.
- Coordinates with the planning efforts of other municipalities, Grand Rapids Township, Itasca County and the State of Minnesota, as necessary.
- Maintain regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding City activities and services.
- Develop and research, evaluate and recommend alternative funding sources; including, including grant opportunities and collaboration with non-traditional and/or nongovernmental community services and programs; draft grant applications as directed.
- Advise and assist the City Council in the development and implementation of any economic development proposals and projects for the betterment of the City and the community.
- Advise and assist the City Council with the various administrative issues related to the establishment and expansion of the industrial park and the redevelopment of the City business district.
- Advise and assist the City Council in the negotiation and administration of any waste treatment facility contracts with the City of Grand Rapids Public Utilities Commission for the treatment of the domestic and industrial waste generated within the City.
- Attend meetings of the City Council and other meetings as required.

Other Duties and Responsibilities:

- Perform such other duties as required by statutes and ordinances.
- Perform special projects and other assignments relating to finance and economic development as directed by the City Council and the Mayor from time to time.
- The job description is subject to change as the needs of the employer and requirements of the job change.

MINIMUM QUALIFICATIONS

- BA/BS in Business, Economics, Finance or closely related financial field; and
- Five (5) years of experience in Economic Development or closely related field; and
- Valid driver's license in the State of Minnesota.

CITY OF COHASSET

DIRECTOR OF ECONOMIC DEVELOPMENT

Knowledge, Skills and Abilities:

- In-depth understanding of economic development strategies, land use planning, and urban development.
- Knowledge of public-private partnership development and the associated financial instruments.
- Knowledge of the principles and practices of local government management, including city planning, budgeting, and policy development.
- Familiarity with the structure and functions of City Councils, commissions, and intergovernmental relations.
- Knowledge of grant application processes, federal and state funding programs, and alternative funding mechanisms.
- Understanding of public facility management, essential service preservation, and infrastructure maintenance practices.
- Awareness of relevant state, county, and federal laws, policies, and regulations affecting city planning, annexation, and development.
- Knowledge of real estate principles, property transactions, and negotiation tactics.
- Knowledge of waste treatment processes, facility contracting, and environmental sustainability practices.
- Ability to design and implement long-term economic and financial development plans.
- Proficient in negotiating land purchases, sale agreements, contracts, and intergovernmental agreements.
- Skilled in financial modeling, budgeting, fee analysis, and revenue generation strategies.
- Strong verbal and written communication abilities to interact with diverse stakeholders, including public officials, developers, and community members.
- Proficiency in preparing reports, studies, and presentations for decision-making.
- Analytical skills to evaluate economic development opportunities and propose actionable recommendations.
- Ability to build partnerships with developers, landowners, businesses, and governmental agencies.
- Skilled in researching, drafting, and managing grants to secure funding.
- Ability to guide and influence city development initiatives to align with community goals.
- Capacity to manage multiple projects, adapt to changing priorities, and develop innovative solutions to complex issues.

CITY OF COHASSET
DIRECTOR OF ECONOMIC DEVELOPMENT

- Ability to effectively represent the City's interests in various public forums and maintain productive relationships with external entities.
- Ability to analyze data, evaluate trends, and recommend policy initiatives to address the City's needs.
- Ability to ensure compliance with relevant laws and regulations while balancing the City's development goals.
- Skilled in coordinating with cross-functional teams, including City Council, financial departments, and technical groups.