



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

<u>DATE:</u>	December 2021
<u>JOB TITLE:</u>	Economic Development Director
<u>DEPARTMENT:</u>	Economic Development
<u>JOB GRADE:</u>	13
<u>FLSA:</u>	Non-Exempt
<u>REPORTS TO:</u>	County Board
<u>SUPERVISES:</u>	N/A

GENERAL DUTIES:

This position will provide leadership and strategic direction to improve the lives of Lake of the Woods County residents through affordable housing and community development. This position is responsible for all EDA operations and programs. Develops and implements economic development strategies to accomplish the goals, priorities and policies set in place. Delivers services and management of local, state and federal programs. Performs grant writing and the State and Federal levels. Develops innovative ways to address community development, economic development and housing needs of Lake of the Woods County.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business or related field AND/OR
- 5 years related work experience
- Possess valid Minnesota Driver's License or ability to obtain within 30 days of employment

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of laws, rules and regulations applicable to Lake of the Woods County.
- Knowledge of budgeting, accounting and government financing.
- Knowledge of government processes, services, economic development and planning and zoning.
- Ability to communicate effectively and establish effective working relationships with elected officials, other public officials and the public.
- Must have computer related skills and knowledge related to County operations.
- Knowledge of the principles, practices and techniques of public management and planning.
- Knowledge of public and private funding sources for grants and loans.

ESSENTIAL FUNCTIONS:

- Develops and implements long- and short-range strategic, staffing and financial plans to guarantee that programs and activities support the EDA’s mission and are operated in accordance with applicable laws, regulations, policies and procedures.
- Manages the administration of all EDA programs and initiatives and evaluates program performance to recommend/take corrective action where necessary.
- Ensures the goals, priorities and policies of the EDA Board are integrated and aligned with those of the overall County
- Oversees agency financials.
- Forms effective and positive relationships with local, state and federal stakeholders.
- Keeps the EDA Board and Lake of the Woods County Board of Commissioners apprised of program and initiative performance by analyzing budget and financial statements and making regular reports concerning program performance, fiscal and other matters of importance to the Boards.
- Collaborates with Lake of the Woods County community partners to explore opportunities for innovation, partnership, and efficient delivery of programs and services to Lake of the Woods County citizens.
- Represents the organization internally and externally to public and private entities as appropriate.
- Research, prepare and administer federal, state and regional grant applications and programs.
- Performs other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

This position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas.

This position incurs frequent sitting and a moderate amount of standing. There is frequent use of a computer and intermittent lifting up to 40 pounds in file boxes. Workers may occasionally need to deal with public complaints or strong verbal demands.

SAFETY DUTIES:

- Cooperates with the County’s Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions