

CITY OF MINDEN

Please send resume to Mayor Tommy Davis
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Job Title:

ECONOMIC DEVELOPMENT DIRECTOR

Department:	Administration - FLSA Status: Exempt
Range:	22
Reports to:	Mayor
Direct Reports:	None
FLSA-Status:	Exempt
Effective Date:	07/07/2014
Revision Date:	

SUMMARY:

The Economic Development Director will direct economic development activities for the City of Minden in order to promote business, industrial and job development, and civic improvements by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The City of Minden, an incorporated municipality created under the laws of the State of Louisiana, has an inherent responsibility to promote the health, safety, and general welfare of all its citizens. Accordingly, City government is committed to providing services that satisfy these requirements, and City employees are expected to discharge their individual responsibilities in a fair and courteous manner. Prescribed duties associated with this position include, but are not limited to, the following:

- Facilitate business activity and engage in efforts to stimulate economic growth. Help businesses use local, federal and state incentives and resources strategically.
- Proactively participate in business retention and expansion efforts for existing industry and commercial businesses.
- Implement directives outlined in Minden's Economic Development Strategic Plan.

- Facilitate the development and implementation of a Master Plan for the City of Minden.
- Assist with development of proposed legislation, amendment of existing laws, analysis of impact, and recommended action for legislation related to economic development concerns.
- Develop and sustain effective relationships with State and Federal legislative representatives and other holders of public office to advance the community's interests and goals with assistance from State and Federal resources.
- Identify and utilize resources by soliciting funds for economic development. Understand the resources and incentives available to assist with economic development.
- Develop and sustain effective relationships and collaboration among those individuals and organizations vital to economic development in Webster Parish, including but not limited to the Minden-South Webster Chamber of Commerce, the North Louisiana Economic Development Partnership, Webster Parish Police Jury, Minden Main Street, SWID, Webster Parish School Board and the Louisiana Economic Development Department.
- Coordinate public relations activities and develop ideas and opportunities for web site, feature articles, interviews, presentations, and other public relations activities.
- Capture and disseminate relevant information available on the incentives and resources needed to facilitate and expedite business development.
- Develop and distribute information needed for responding to business development opportunities.
- Assist with business incentive programs and support business use of federally and state funded incentive programs.
- Develop, implement and administer a departmental budget. Supervise budgetary activity and monitor expenditures to assure compliance.
- Develop staffing plan, recruit, and select appropriate personnel with the established budget and employment guidelines.
- Attend local and regional governmental meetings and stakeholder events on a regular basis.
- Identify, contact and follow up with new business prospects that may locate in Minden.
- Be prepared to have weekly status meetings with the mayor.

SUPERVISORY RESPONSIBILITIES:

- None

SUPERVISION RECEIVED:

- Works under the close supervision of the Mayor

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Completion of a Bachelor's degree in Economics, Business Administration, Public Administration, Urban Planning, or a related field and/ or at least two [2] years of experience in coordinating development, redevelopment or capital improvement projects, other economic development activities, urban planning or related area; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Experience with and knowledge of the principles and practices of public administration; economic development practices and principles; municipal organizations, policies, procedures, and problems; state and federal statutes relating to economic development; trends, concepts, principles, techniques, and legal aspects of municipal and regional planning; budget development and administration; local economic development practices and principles; local ordinances relating to economic development; research and statistical methods.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental laws and regulations. Ability to write narrative and statistical 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of

basic algebra and geometry.

REASONING ABILITY:

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

CERTIFICATES, LICENSES, REGISTRATIONS:

Graduation from a standard high school supplemented as defined under the Education and/or Experience section.

Valid LA Drivers' License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this job is minimal.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

<p>The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.</p>
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