

CITY OF BEULAH

Economic Development Director

JOB SUMMARY

General Statement of Duties:

The Beulah Economic Development Director will develop, plan, direct and coordinate programs and services that promote rural economic development in the service area by working closely with businesses, entrepreneurs, and financial institutions to expand existing businesses and to attract new businesses, services, and industry. The position of Economic Development Director is a high-profile position within the community and will be funded primarily from the City of Beulah General Fund. The individual in this position will, therefore, take a responsible and professional approach to public relations, while keeping the image of the office, the staff and board of directors in mind. The office will work with both public and private funds accompanied by confidential information; therefore, the Economic Development Director will be required to keep all information confidential. At no time shall confidential information be used to benefit anyone associated with the Beulah Jobs Development Authority or the individual holding the position of Economic Development Director.

Supervision Received:

The Economic Development Director works under general supervision of the Mayor, Beulah City Council, and any applicable City Council assigned Commissioner.

Hours of Work:

This is a full time, non-exempt position with standard benefit package.

Compensation:

Wage compensation is on an hourly basis. Overtime is compensated at one and one-half the straight time rate of pay. General wage and benefit criteria applicable to this position are as per the current City of Beulah Employee Handbook and other policies currently in affect.

Employment:

Employment with the City of Beulah is “at-will”. This means that either the employee or the City of Beulah may terminate the employment relationship at any time with or without cause. The only entity authorized to change or modify this relationship is the City Council of the City of Beulah. This job description does not constitute an employment agreement between the City of Beulah and employee and is subject to change by the City of Beulah as the needs of the City of Beulah and requirements of the job change.

MAJOR DUTIES

- To help establish new business ventures within the Beulah geographic service area.
- To encourage the retention and expansion of existing businesses.

- To build alliances and foster good working relationships between the City of Beulah, surrounding communities and trade show area, as well as the Beulah Jobs Development Authority Board of Directors, and the public.
- To leverage local resources with private and public resources at the local, state and federal level in order to increase economic development activity.
- To help provide feasibility analysis, market analysis, business planning and financial packaging for new or expanding business ventures.
- To serve as an advocate for new or expanding business ventures.
- To keep the community informed of Beulah Jobs Development Authority activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Performance Responsibilities:

- 1) Establish new business ventures
 - a. Network with area, state or regional and national agencies, business leaders and others interested in the growth of economic activity, in an effort to provide potential business leads for our area.
 - b. Pursue and encourage business ventures to locate to our area.
 - c. Work with financial institutions and other interested entities to identify individuals with marketable innovations.
 - d. Develop working relationships with local financial institutions and state and federal agencies responsible for administering economic development programs.

- 2) Retain and expand area businesses
 - a. Inform area financial institutions and existing businesses of services and programs available for their access.
 - b. Work with businesses to explore new technologies and spin-off products which can reduce costs and/or expand profits.
 - c. Seek ways to link area businesses together to share services and ideas.

- 3) Leverage local resources with state, federal, public/private resources
 - a. Develop working knowledge of resources available from local, state and federal sources to promote rural development.
 - b. Package resources of private business owners with those of the public and private lenders to promote new projects in the area.
 - c. Assist business ventures and expanding businesses to seek and prepare application for funding from public and private sources.

- 4) Provide business planning services
 - a. Assist entrepreneurs in raising funds from public and private resources to purchase additional expert advice for feasibility studies and market analysis.
 - b. Provide information to new and existing businesses on the various programs for funding and support offered by state, regional, and federal agencies.

- 5) Develop relationships
 - a. Direct contact with area businesses, manufacturers, and business developers.

- b. Direct contact with Beulah Jobs Development Authority (JDA) board members, City of Beulah mayor, and Beulah City Council.
 - c. Direct contact with rural development specialists at the Small Business Administration (SBA), USDA Rural Development (USDA), ND Department of Economic Development and Finance (ED&F), financial institutions, rural electric and telecommunications cooperatives, and neighboring development corporations.
 - d. Become a member of the Economic Development Association of North Dakota (EDND).
- 6) Perform departmental functions
- a. Prepare a budget and present it to the Beulah Jobs Development Authority board for their review and approval. Implement the strategies supported by the approved budget.
 - b. Maintain the minutes of all Beulah Jobs Development Authority board meetings. Maintain the Beulah Jobs Development Authority financial statements and prepare for annual independent audit.
 - c. Maintain positive public relations by providing information to the news media and local organizations, including timely press releases.
 - d. Attend City Council meetings, when pertinent, and Beulah Jobs Development Authority meetings and provide an activity report. Inform the City Council and Beulah Jobs Development Authority members of any businesses and community happenings, which should be addressed by the Executive Director's office.
 - e. Work closely with the Beulah Jobs Development Authority, City of Beulah and Mercer County Economic Development (MCED) in the continued development and implementation of its marketing plan.
 - f. Attend meetings of the Beulah Chamber of Commerce, Beulah Convention and Visitors Bureau, Coal Conversion Counties and other organizational meetings as assigned that would be beneficial to have the City's presence.

Skills:

Good oral, written, and time management skills, along with the ability to communicate in a professional manner. Skills in financial analysis and the development/assembly of financial packages are also required. Must possess ability to implement modern office practices, methods, computer equipment and computer applications. Knowledge of methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Interpersonal Skills:

Must be able to communicate (written and verbal) with all types of people ranging from "person on the street" to executive levels in multi-national corporations.

Other Skills:

Candidate will possess leadership qualities enabling the Economic Development Director to take charge and implement a fully-integrated development program.

Travel may be required and candidate must be prepared to leave with little prior notice. In addition, some overnight travel may be required. The Executive Director must have working knowledge of fiscal budgeting.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, accounting or finance and knowledge in the field of economic development is required. Prior experience is not required, but would be advantageous. When hired must have and maintain a minimum of a North Dakota Class D vehicle driver's license.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires frequent periods of standing and walking.
- Requires ability for continuous sitting.
- Ability to meet occasional physical demands of work such as kneeling, crouching, climbing, stooping, bending and reaching above the shoulder.
- Requires occasional lifting of up to 50 pounds.
- On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
- On a daily basis, requires the ability to communicate verbally.
- On a daily basis, requires use of hands to push, pull, grasp, and fine manipulation.
- On a daily basis, requires the ability to work as a team player, courteously and respectably with co-workers in a close working environment.
- Shall have the ability to be able to work in all outside weather conditions.
- Requires ability to work eight hours per day.

NECESSARY SPECIAL REQUIREMENTS

This position must dress in a manner suitable for interaction with the general public. This position must maintain a primary residence within the City of Beulah or its extraterritorial limit to maintain employment. Leaving this area will result in immediate termination. This position must be fluent in the English language in both spoken and written form. This position must be able to interact with the public in a professional manner under adverse conditions and in adversarial situations. Applicant is subject to pre-employment drug testing and a criminal background check may be done on any applicant for this position at the discretion of the City of Beulah.

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The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.

Developed November 9, 2018