# City of Preston seeks the Position of an

# ECONOMIC DEVELOPMENT DIRECTOR

**General Duties**: The Economic Development Director will lead strategic initiatives that enhance economic opportunities, attract new businesses and support existing enterprise within the city of Preston. If you have a passion for community development and experience in economic strategy, then we want you on our team. The EDA Director will be responsible for financial management, development planning, leadership to EDA Boards, grant writing and administration. This role will also provide assistance to other departments for backup coverage. It requires a proactive approach to identifying opportunities for economic development, collaborating with local businesses, engaging with community stakeholders, preparing reports, managing budgets, and ensuring compliance with relevant regulations and policies.

**Salary Range:** $27.45 - $29.18 per hour; excellent single benefits package offering health insurance coverage by Medica, UNUM Life Insurance and Delta Dental Insurance. The City of Preston also provides 13 paid holidays and a generous clothing allowance. Position is 32 hours per week.

**Minimum Qualifications:** Considerable knowledge and skill (3 years of business and/or economic development-related experience or equivalent education) in areas such as Economic Development, business, finance, or related area. Preferred qualifications include bachelor's degree in business, finance, economics or related fields.

## POSITION PACKET

View the full description at prestonmn.gov/eda/

## APPLICATION PROCEDURE

To be considered for this position, an applicant's file must contain:

1. Cover Letter
2. Résumé
3. Formal City Application

## OPEN UNTIL FILLED

## SEND APPLICATION MATERIALS TO

Michelle Marotzke

City of Preston

210 Fillmore ST W

PO Box 657

Preston MN 55965

Office: 507-765-2153

Email: mmarotzke@prestonmn.gov

City of Preston

*~City of Preston~*

# ECONOMIC DEVELOPMENT DIRECTOR

**Position Title:** EDA Director
**Department:** Administration
**Supervisor's Title:** City Administrator

**Pay Grade:** 7
**FLSA Status:** Non-exempt
**Work Status:** Full-Time (32 hrs/wk)

## Purpose

Serves as director of Economic Development. Promotes, facilitates and coordinates economic development activities for the City.

## Organizational Relationships

Reports to: City Administrator

Communicates with: *Internally* – Economic Development Authority, City/Utility employees, City Administrator, City Council, City Attorney and various City Boards.
*Externally* – Various county and state agencies, community visitors, local businesses, state organizations (LMC) and City residents.

**ECONOMIC DEVELOPMENT ESSENTIAL FUNCTIONS**

- Coordinates housing and business retention programs and economic development activities.
- Meets with prospective business owners to review business plans and proposals, and researches site availability and loan possibilities. Provides information and assistance regarding various issues such as relocation and expansion to existing businesses. Evaluates potential projects to determine feasibility and community impact and makes recommendations to the EDA.
- Administers the spare-change round up grant program.
- Prepares agendas, agenda packets, meeting notices and minutes for Economic Development Authority.
- Prepares correspondence, and other documents as needed for bus tours, groundbreaking events and other EDA affairs.
- Maintains a variety of EDA records such as minutes, contracts and loan documents.
- Maintains EDA website and social media accounts.
- Writes grants to help bring programs to the City that help economic development efforts.
- Manages City revolving loan fund. Tracks payments and fund balance. Promotes use of loan fund to local businesses. Assists in preparation of loan fund application. Coordinates loan review process.
- Works through EDA and with City Administrator to provide recommendations and input regarding departmental budget.
- Represents the City and the EDA on community or economic development matters at the local, regional, and state levels including financial institutions, business owners, and the general public.

## Other Duties and Responsibilities

- Provides back-up assistance to City of Preston and Preston Public Utilities office staff, including but not limited to:
  - Provide outstanding customer service to residents and visitors
  - Accept utility payments and answer utility-related questions
  - Answer telephone calls and direct as appropriate or take/deliver messages
  - Pick up, deliver, and direct daily mail and bank deposits

- Assist other departments (e.g., Tourism) as needed
- Performs other related duties and responsibilities as assigned by Supervisor or apparent.
- Attends trainings and meetings as directed.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Ability to handle confidential information with discretion.
- Ability to work with minimal supervision.
- Ability to comprehend and follow oral and written instructions.
- Ability to comprehend and apply the Open Meeting Law and Data Practices Act.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with City and Utility officials, supervisors and their employees, representatives of other governmental units, and the general public.
- Ability to use computer/keyboard, phone, adding machine, and other office equipment.
- Knowledge of, and skill in, the correct use of English in business writing.
- Skill in the operation of computers and pertinent software packages.
- Ability to work independently and plan, organize and prioritize work tasks.
- Ability to handle interruptions and concentrate on the task at hand.
- Ability to handle multiple ongoing tasks and complete work in a timely manner.
- Ability to lift 10 pounds

*Machines, tools, and equipment used:* Computer and printer, phone, calculator, and other typical office equipment.

**MINIMUM REQUIREMENTS**

- 3 years of business and/or economic development-related experience or equivalent education
- Class D driver's license

## Preferred Qualifications

- Bachelor's degree in business, finance, marketing or related field.

## Working Conditions

Typical office conditions but does require occasional work outdoors for events, etc.

# City of Preston - Preston Public Utilities
# Application for Employment

An Equal Opportunity Employer

PO Box 657
210 Fillmore Street West
Preston, MN
Phone: (507) 765-2153

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Preston to not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual preference/orientation, or political affiliation. This policy applies to all positions.

The information contained in this application will be considered private and used only in conjunction with your possible employment. Please fill out the application completely as incomplete applications may be rejected. **While resumes are welcome, please do not write "see resume."**

Position applying for _____ Date of Application _____

How did you learn about this position or come to seek employment with the City of Preston? (Friend/Relative, Newspaper, Radio, Walk-in, Website, etc.) _____

Name _____ _____ _____
Last First Middle

Present Address _____ _____ _____ _____
Street No. City State Zip

Residence Phone Number _____ Cellular Phone Number _____

*May we contact you at work?* ☐ Yes ☐ No Work phone number _____ Between hours of _____

Email address (optional) _____

Are you 18 years old or over? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No

If not, do you have a work visa? ☐ Yes ☐ No

Have you ever been employed by the City of Preston before? ☐ Yes ☐ No

If yes, list dates and positions held _____

What type of employment are you seeking?

- ☐ Full-time regular
- ☐ Full-time temporary (up to 6 mos.)
- ☐ Part-time regular
- ☐ Part-time temporary (up to 6 mos.)
- ☐ Seasonal

When will you be available for employment? *(check one of the following)*

- ☐ Now
- ☐ Beginning _____
- ☐ Upon ☐ weeks notice to present employer.

If you are applying for a position that requires driving, give your driver's license number and the State where it was issued.

License No. _____ State of issue _____

Select License class and endorsement ☐ A ☐ B ☐ C ☐ D ☐ 0 ☐ 1 ☐ 2 ☐ 3

## SPECIAL SKILLS:

List any special skills. (i.e. typing [give speed], shorthand, supervisory, skilled crafts, maintenance, drafting, personal computer [list software], calculating, duplicating, construction equipment, power tools, etc.) Attach additional sheets if needed.

## CRIMINAL HISTORY:

*In accordance with Minnesota Criminal Rehabilitation Act Section 364.021, the City of Preston may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the City may conduct a criminal background check on individuals upon making a contingent job offer. If the position requires a criminal background check, no offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable, and formal approval by the appointing authority.*

## EDUCATION:

| School | Name and Location | Course of Study | No. years completed | Did you graduate? | Degree or Diploma | GPA |
|---|---|---|---|---|---|---|
| High School | | | | ☐ Yes ☐ No | | |
| Vocational/ Tech | | | | ☐ Yes ☐ No | | |
| College | | | | ☐ Yes ☐ No | | |
| Graduate | | | | ☐ Yes ☐ No | | |

## PERSONAL REFERENCES: (not former employers or relatives)

| Name and occupation | Phone Number (with area code) | Relationship |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

## EMPLOYMENT EXPERIENCE:

Please give an accurate and complete record of your full-time and part-time employment. Start with your present or most recent employer. Explain all gaps in employment. Attach additional sheets if necessary.

Employer's Name:

Supervisor's Name & Tel Number:

Dates Employed:

From:

To:

Employer's Address: (Street Name and Number, City, State, Zip)

☐ Full-Time

☐ Part-Time

Job Title:

Ave hrs per week

Nature of Duties:

Reason for Leaving:

May we contact:

☐ Yes ☐ No

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Employer's Name:

Supervisor's Name & Tel Number:

Dates Employed:

From:

To:

Employer's Address: (Street Name and Number, City, State, Zip)

☐ Full-Time

☐ Part-Time

Job Title:

Ave hrs per week

Nature of Duties:

Reason for Leaving:

May we contact:

☐ Yes ☐ No

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Employer's Name:

Supervisor's Name & Tel Number:

Dates Employed:

From:

To:

Employer's Address: (Street Name and Number, City, State, Zip)

☐ Full-Time

☐ Part-Time

Job Title:

Ave hrs per week

Nature of Duties:

Reason for Leaving:

May we contact:

☐ Yes ☐ No

Employer's Name:

Supervisor's Name & Tel Number:

Dates Employed:

From:

To:

Employer's Address: (Street Name and Number, City, State, Zip)

☐ Full-Time

☐ Part-Time

Ave hrs per week

Job Title:

Nature of Duties:

Reason for Leaving:

May we contact:

☐ Yes ☐ No

Use the space below to detail any additional information you believe is pertinent to the position you are seeking. (Use an additional sheet if necessary.) This may include any correspondence courses, special courses, seminars or training you have taken, special educational achievements, honors, certificates, licenses, or any other knowledge, skills, or abilities you wish to communicate.

I certify that all statements in this application are true. I authorize the City of Preston to investigate any of the statements contained in this application for employment in order to arrive at an employment decision. I agree that any misrepresentation or falsification will result in rejection of this application and may result in my removal from the job after employment. I understand that my employment may be contingent upon the results of a pre-employment physical examination and/or any other required examination. I also understand that this application is not intended to be a contract of employment.

**Print, sign and date application and return to the City of Preston along with Notice to Applicants form and Veterans Preference form** (if applicable)**.**

Date

Signature of Applicant

# NOTICE TO APPLICANTS

**(Please read this important information)**

## HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU:

In accordance with the Minnesota Government Data Practices Act (MN Statute § 13.01 - 13.99) the City of Preston is informing you of your rights as they pertain to the information you provide when filling out the Application for Employment.

**Under the Act, the following information is automatically available to the public*:** Veteran status, relevant test scores, your rank on our eligible list, your job history, your education and training, and your work availability.

**Your name is considered private** until you become a finalist for employment by the City of Preston. You become a finalist when and if you are selected to be interviewed prior to being employed.**

**If you are hired, the following additional information about you will be public:** Your name; your actual gross salary and salary range; your actual gross pension; the value and nature of your fringe benefits; the basis for and the amount of any added remuneration (such as expense or mileage reimbursement in addition to your salary); your job title; your job description; the dates of your first and last employment with us; the existence and status of any complaints or charges against you while you work for the City of Preston (whether or not they result in a disciplinary action); the final outcome of any disciplinary action taken against you as an employee of the City of Preston and all the supporting documentation about your case (the final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body); the terms of any agreement settling any dispute arising out of the employment relationship between you and the City of Preston; your badge number; your work location and work telephone number; previous work experience; education and training background; honors and awards received; payroll time sheets or other comparable data that are used only to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other data that is not public; and your photograph may be shown to a witness as part of an investigation of a charge or complaint against you.

Anything not listed above which is placed in your application folder or your personnel file (such as medical information, letter of recommendation, resumes, etc.) is made by this statute private information and will not be shared with anyone but those members of our staff and appointing authorities or their designees who need it to process your application or file your personnel record or to conduct normal City of Preston business. Also, the following agencies may be authorized by state or federal law to receive private information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the State departments of Human Rights or Civil Rights. Otherwise, no private record of yours will be shared with any outside person or agency without your informed consent or a valid court order

## PURPOSES AND USES

The information requested is used for the following reasons:

1. To distinguish you from all other applicants
2. To enable us to contact you when additional information is required, to send you notices and/or schedule interviews
3. To enable us to ensure your rights to equal opportunities
4. To meet federal and state reporting requirements
5. To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Preston and the policies, rules and regulations promulgated pursuant thereto.

## EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete and you may not be considered for employment. If you do provide the data, your application will be considered and if you are employed the information you have given us will become part of your employee record.

* "public" means that it is available to anyone who asks to see it

** "private" information is available only to the person it is about and to the staff who must use it in the normal course of conducting City of Preston business.

**I have read the information above on Minnesota Data Practices.**

Date

Signature of Applicant

*****RETURN THIS SHEET WITH THE APPLICATION*****

# VETERANS PREFERENCE POINTS APPLICATION

For Office Use Only:
☐ 5 pts ☐ 10 pts

**In Accordance with Minnesota Statute § 43A.11**

If you are a veteran based on M.S. § 43A.11, then you may claim Veteran's Preference points. Veteran's Preference points will be added to the passing score of the qualified applicant. To qualify for Veteran's Preference, the following criteria must be met:

Have separated under honorable conditions from any branch of the armed forces of the United States, and; have served on active duty for 181 consecutive days or more, or for the full period ordered to active duty (not active duty for training); OR have separated by reason of disability incurred while serving on active duty, and; be a United States citizen or resident alien. *OR*: Be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans preference points. You are not required to supply this information, but we cannot award veteran's points without it.

## ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ☐ Yes ☐ No

If Yes, please complete the form below. If No, please sign here: _____

Full Name of Veteran

Full Name of Applicant (if different than Veteran)

Present Address (street nubmer, city, state and zip)

Branch of Service

Period of Active Duty From To

Rank At Discharge

Type of Discharge

Date of Final Discharge

Service Number

Do your years of Military Service Qualify you for a Pension? ☐ Yes ☐ No

Do you have a compensable service related disability? ☐ Yes ☐ No % of Disability

**PREFERENCE REQUESTED**

☐ **Veteran (10 pts)** (DD214 must be submitted to receive points)

☐ **Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

☐ **Spouse of Disabled Veteran (15 pts)** (DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

☐ **Spouse of Deceased Veteran (10 pts, 15 pts if the veteran was disabled)** (Attach DD214, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of activity duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Your Preference Points application ***cannot*** be considered without supporting documentation. If the documentation is not attached, it must be received in our office no later than five calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation:

☐ is attached ☐ Will be submitted within five days of Application Deadline

**I hereby claim veteran's preference for this position and (swear/affirm) that the information given on this document is true and correct. I also authorize release of necessary information by the Veteran's Administration to the City of Preston.**

Signature _____ Date _____