



The City of Crookston is an Equal Opportunity Employer.

Community Development Director: The City of Crookston is seeking qualified candidates for the position of Community Development Director for the Community Development Department.

The Community Development Director supervises and coordinates economic development planning activities for the city including marketing, analysis of financial assistance resources, and acting as a resource to commerce and industry developers. Also serves as Executive Director to the Crookston Housing and Economic Development Authority (CHEDA).

Competitive Wages/Benefits

- Salaried/exempt position, based on experience.
- Paid Holiday's, Vacation, and Sick Leave.
- 100% employer paid health/dental/vision insurance for single coverage. Single+ dependent and family coverage available.
- Dental, vision, short term disability, accident, cancer, and critical illness available.
- Pension retirement plan - Public Employees Retirement Association (PERA) with employee and city contribution.
- Voluntary Pre-tax and Roth post-tax retirement account options through Minnesota State Retirement System.
- \$25,000 employer paid term life/AD&D insurance.

Schedule: Full-Time

Minimum Requirements

- Bachelor's degree from an accredited college or university with major coursework in community development, business administration, public administration, economics, marketing, finance or related field.
- Three years of experience in management, administration, and supervisory experience.
- Five years of experience in economic development with emphasis on marketing and public/private financing.
- An equivalent combination of education and experience may be considered.
- Excellent written and verbal communications skills, including public presentation skills.
- Excellent strategic planning, organizing, time management, and leadership skills.
- Self-starter with a positive attitude; committed to teamwork.
- Must be computer proficient with an in-depth knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.
- Current and valid driver's license, proof of auto insurance, and insurable driving record following City guidelines.
- Successful completion of criminal background checks to be eligible for employment.

Preferred Requirements

- Master's degree in community development, business administration, public administration, or related field with extensive course work in economics, marketing, and finance.
- Experience in municipal government.
- Experience with agriculture or agribusiness.
- Certified by the National Development Council as an Economic Development Finance Professional.

How to Apply?

Submit a cover letter, resume, and completed Employment Application to Human Resources.

Position will remain open until filled. Applications will begin to be reviewed on Tuesday, June 21, 2022.

- Email: hr@crookston.mn.us
- Mail: City of Crookston, Attn: HR, 124 N Broadway, Crookston, MN 56716.
- Fax: (218) 281-5609
- To print an application and view pertinent information regarding this position, go to <https://www.crookston.mn.us/ns/jobs>.
- To request an employment application email hr@crookston.mn.us or call (218) 281-1232.