



## City of Lake City (MN) Port Authority Executive Director

|                     |                                    |                     |                       |
|---------------------|------------------------------------|---------------------|-----------------------|
| <b>SALARY</b>       | \$74,588.80 - \$92,684.80 Annually | <b>LOCATION</b>     | City Hall - Lake City |
| <b>JOB TYPE</b>     | Full-Time                          | <b>JOB NUMBER</b>   | 2024-00008            |
| <b>DEPARTMENT</b>   | City Administrator                 | <b>OPENING DATE</b> | 07/10/2024            |
| <b>CLOSING DATE</b> | 8/9/2024 11:59 PM Central          |                     |                       |

### Description

The City of Lake City (pop. 5,300) has created a new position to support the work of the Lake City Port Authority. This leader will provide complex administrative leadership directing Port Authority (PA) programs that identify community needs to create, retain, and grow a vibrant business and economic community. They will develop and implement plans and programs that create community, support and accommodate economic growth, and foster tax base growth in Lake City. This position has frequent interaction with business owners, developers, elected officials, administrators, and City department heads. Work is performed under the general direction of the PA Board and the City Administrator.

### Examples of Duties

1. Administer, write and coordinate funding opportunities on behalf of local businesses and development projects
  1. Manage applications to MN DEED on behalf of the City, PA, and/or local businesses and other similar applications.
  2. Write, manage and administer grant awards, oversee application amendments, monitor budgets, ensure compliance, prepare reports and identify potential funding sources.
  3. Manage TIF applications to the city alongside the city's financial consultant.
2. Facilitate business development, growth and expansion
  1. Serve as a primary point of contact for businesses; provide information, connect to resources
  2. Assist with identifying and recruiting business prospects, responds to new business inquiries, updates an inventory of available sites/buildings and introduces potential businesses to available site brokers.
  3. Maintain effective relationships with local businesses, lending partners, business groups and organizations and state/county agencies. Present to local groups as requested.
  4. Design, promote and administer resource and financial assistance programs that respond to the needs of local businesses.
  5. Arrange and conduct visits with local companies, identify potential expansion opportunities.
  6. Plan business ribbon cuttings, grand openings, tours and special events, including coordination with internal departments.
  7. Respond to economic development inquiries from local reporters, papers, and other news organizations.
3. Assist with redevelopment projects and economic development activities and initiatives.
  1. Facilitate various development projects including coordinating with others and preparing regular progress and technical reports and updates regarding status of such projects.
  2. Communicate with local and prospective businesses, property owners or brokers regarding available programs, projects, and properties.
  3. Assist with redevelopment programs and projects and administer loans and grant programs.

4. Prepare various reports and promotional materials and maintain related website pages.
  5. Coordinate with communications staff to regularly update the economic development website.
  6. Attend development review meetings to collaborate on upcoming development projects, meet with prospective projects to discuss potential funding opportunities.
  7. Assist with City land purchases and sales, as needed.
4. Perform other duties as assigned
1. Attend internal and external meetings as needed and give presentations as assigned.
  2. Perform other duties and assume other responsibilities as apparent or assigned.
  3. Support the City Administrator as needed, including coordination with the Planning and Community Development department.
  4. Establish regular meetings with City Administrator and PA Board representative

## Typical Qualifications

Bachelor's degree in planning, urban studies, political science, public administration, economics, closely related field, or equivalent experience. Two years related economic/community development experience.

- Knowledge of local, regional, and state government processes and programs related to economic development as well as land use/zoning principles and requirements.
- Ability to establish and maintain positive and effective working relationships with coworkers, other departments, elected/appointed officials, staff, and the general public.
- Organize, coordinate and multi-task on a variety of projects and assignments and meet required deadlines.
- Ability to update and maintain PA webpage, social media, and web-based forms.
- Ability to operate standard office equipment and related hardware and software and to learn specialized software, systems, databases, or equipment related to department need.

## Supplemental Information

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

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### Agency

City of Lake City (MN)

### Address

205 W Center St

Lake City, Minnesota, 55041

### Website

<https://www.ci.lake-city.mn.us/>