



# Position Description

<b>JOB TITLE:</b> Economic Development Authority Commissioner		<b>DEPARTMENT:</b> General Government/Economic Development	
<b>REPORTS TO:</b> City Council	<b>SUPERVISES:</b> None		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASSIFICATION:</b> Appointed, Part-Time			<b>EFFECTIVE DATE:</b> 09/2016

## POSITION SUMMARY

To serve as one of seven Economic Development Authority (EDA) Commissioners representing the City of Winsted at-large; discuss and address issues and public policy concerning community and economic development; receive and consider advice and professional recommendation concerning City actions related to community and economic development; advise the City Council (Council) regarding the same; exercise all authority and power delegated to the EDA by the Council and the State of Minnesota (State) in an open, respectful and lawful manner.

## JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Consider and vote on various EDA actions (e.g., motions, resolutions).
- Consider the interests and needs of City residents, private businesses and public organizations regarding community and economic development.
- Attend and prepare for all EDA events, meetings and work sessions.
- Attend and prepare for other meetings, special groups or task forces, as assigned.
- Establish goals and objectives for community and economic development, and provide direction to City staff.
- Explore opportunities for community and economic development under the general guidance of the Council.
- Recommend budget actions and decisions to the Council.
- Review and approve various EDA programs and services (e.g., Forgivable Loan Program).
- Conduct EDA business in compliance with City policies and State statutes (e.g., Minnesota Data Practices Act).
- Exercise all other duties and responsibilities delegated to the EDA by the Council or State statute.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

#### Education

None.

#### Experience

Familiarity with or interest in local government operations concerning community and economic development.

#### Other Requirements

Resident of the City of Winsted.

### **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

#### Experience

Previous experience with community and/or economic development; previous business or non-profit development experience.

### **COMPLEXITY**

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

### **RESPONSIBILITY**

#### Supervision

This position provides guidance to City staff on topics of concern to the EDA.

#### Impact

While performing the normal duties of this job, this position's work product or services provide crucial advice and insight to the Council.

### **REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS**

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

#### Hazards

While performing the duties of this job, this position:

- May occasionally climb up to 16 steps, lift and/or carry up to 20 lbs., frequently, stand, walk, and drive; and continuously sit, finger/enter data/keystroke, talk, and hear.
- Will use right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.
- Will use close vision, far vision, depth perception, visual acuteness, color vision, and peripheral vision.

#### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions, working around moving mechanical parts, and working in close quarters.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**

**REVIEW/APPROVALS**

I acknowledge reviewing and approve of this job description.

\_\_\_\_\_  
**Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

**ACKNOWLEDGEMENT**

I acknowledge reviewing this Job Description.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**