
Position Title: **COMMUNITY DEVELOPMENT MANAGER**
Department: **COMMUNITY DEVELOPMENT**
Accountable to: **CITY ADMINISTRATOR**
Status: **FLSA-EXEMPT**

PRIMARY OBJECTIVE OF POSITION

The Community Development Manager will be responsible for Business Development & Planning implementing community economic development goals established by the City of Princeton Planning Commission, Economic Development Authority and City Council. The Business Development & Planning responsibilities will be to create jobs, increase tax base and build community through activities designed to expand existing businesses, develop new businesses and improve community building through communication and planning.

ESSENTIAL FUNCTIONS

Duties shall include but are not limited to:

- Administer, implement and direct Economic Development Strategies and Planning Programs through policies, procedures, and objectives that attract private investment for the public infrastructure system and support growth for new and existing businesses.
- Coordinate the collaborative efforts to prepare applications, administer programs and establish economic development efforts to obtain funds, grants, and loans in a manner which obtains growth objectives of City.
- Provide technical development assistance and oversight for projects that require capital investment structures to fund public infrastructure, private infrastructure, equipment and building purchases meeting the objective of increasing valuation & quality/quantity of local jobs.
- Evaluate business and public sector market and match available resources with needs.
- Provide Community Planning assistance and information to enhance the lives of the general public, citizens, businesses, civic organizations, and others living, working or visiting Princeton.
- Coordinate, direct and evaluate reviews of applications for development to ensure an understanding of the principle issues and understanding of the process is balanced to coordinate progressive city growth.
- Prepare reports with analysis of proposed developments, site plans, subdivisions and permit requests for Planning Commission, EDA, and City Council action. Present information for the developments through written and/or verbal means when appropriate.
- Collaborates and often directs efforts with fellow team members on issues of development and ordinance enforcement adopting positive progressive change.
- Responds as assigned to complaints related to zoning, general code enforcement, and other nuisances. Works in conjunction with building inspector, police department, city engineer, city attorney and City Administrator on ordinance enforcement.

- Coordinate and develop marketing methods, materials and tools including verbiage, maps and graphics to present Princeton in progressive manner. Present this information to Committees, City Administrator, City Council and the public as necessary.
- Provide technology support for communications equipment, programs and marketing messages in support of presenting a responsive and progressive image for Princeton.
- Ability to develop, maintain and utilize a working knowledge of state and federal programs related to development initiatives. Ability to work with agencies on planning, zoning, annexation and economic development issues.
- Reviews development regulations, provides recommendations, and draft ordinances to ensure relevant ordinances are kept up to date.
- Develops a positive business climate for the city and promote housing and economic development growth.
- Retain and expand current businesses, as well as attracting new businesses while working effectively with coworkers, City Attorney, City Council, Committee Members and external partners. Focuses on four categories: 1. Business Retention and Expansion 2. Business financing 3. Real Estate 4. Marketing and Business Recruitment.
- Provides assistance to others with various planning projects and issues. Provides guidance to others as needed on planning related issues. Work is performed both in office and field settings.
- Skill with writing, designing and using software applications for articles, newsletters and promotional layouts. Website management, social media use, television, print, and or other advertising/media. May be called on to create video segments. Experience with Microsoft Office and Adobe Design Suite.
- Performs other duties as assigned or as apparent.
- Reports to the City Administrator

MINIMUM REQUIREMENTS

- Bachelor's degree in Planning, Economics, Public Administration, Finance, Business Administration, or related field and 2 years of related professional experience; OR a Two-year degree in Business Administration or job related field and 4 years of related professional experience.
- MN Driver's license.
- Ability to clearly read, write, and speak English.
- Working knowledge of standard office machines, including computers, telephone, fax, and copy machine.
- Ability to conduct on-site inspections.
- Knowledge of computers, Microsoft Office and ability to learn or use GIS, publishing software and social media tools.

RESPONSIBILITY FOR THE WORK OF OTHERS

- Ability to lead and follow others.