



DIRECTOR OF ECONOMIC DEVELOPMENT

Location:	City of Kimball, City Hall, 223 South Chestnut Street, Kimball, Nebraska
Normal Work Hours:	7:30 am to 4:30 pm
Normal Work Week:	Monday - Friday
Supervision Received:	Works Under Direct Supervision
Supervisor:	City Administrator
Salary:	Salary: \$45,000 – (DOQ) plus excellent benefits
Date Position Available:	November 2010
Application Deadline:	Open till filled

Job Description

Provide executive level formulation of strategic plans to manage and supervise the activities and functions of the Economic Development Department for the City of Kimball, Nebraska by establishing and/or improving initiatives, developing, recommending and administering proposals and procedures pertaining to the economic growth and stability of the community in order to benefit the greater Kimball area.

Essential Duties and Responsibilities

1. Plan, develop, organize, implement, direct, and review overall economic development programs including industry recruitment and business retention and expansion programs.
2. Plan, develop, organize, implement, direct and review setting and attainment of department short-and long-term goals and priorities.
3. Prepare annual department budget, and monitor and approve expenditures.
4. Collect and analyze data.
5. Prepare various reports of department activities, accomplishments, and goals.
6. Design, establish and maintain organization structure and staffing to effectively accomplish department goals and objectives.
7. Work with State and Local agencies to secure funding and training to enhance economic development program.
8. Travel, in and out of Kimball as necessary for educational purposes, recruitment and retention of businesses.
9. Meet with Economic Development Committees, Mayor, Council and Chambers of Commerce officials to inform of pending expansions or relocations.
10. Interact with various developers, real estate agents, financial institutions, private sector, school board officials and others to provide accurate information about economic development initiatives.
11. Work with other City department heads and grant funding agencies.
12. Assist new and existing businesses to expand in or relocate to Kimball.

13. Facilitate capital investment to increase the City's tax base.
14. Negotiate on the City's behalf with high-level executives.
15. Procure funds for companies' expansion plans.
16. Review and respond to company proposals and clients' requirements for specific economic statistics, work force demographics, business sector and community characteristics, and incentive programs, and other information.
17. Prepare press releases and coordinate meetings with Mayor and Council regarding possible expansions or relocations.
18. Supervise assigned personnel directly and through subordinate supervisors.
19. Appraise employee performance and review evaluations by subordinate supervisors.
20. Perform miscellaneous related managerial and administrative duties as required.
21. And all other work as assigned by the City Administrator

Minimum Job Requirements

Education and Experience

1. Bachelor's degree from an accredited college or university in business or public administration, economics, or related field.
2. 5 years experience in professional economic development and/or underwriting commercial loan packages with an FDIC accredited banking institution.
3. Other equivalent combination of education and experience may be considered.
4. Masters Degree preferred but not required.
5. 3 years of commerce, manufacturing, or interstate trading experience.
6. 3 years in a supervisory or program administration capacity.
7. Considerable experience in financial deal structuring.
8. Considerable experience in small business lending.

Other Skills and Abilities

1. Ability to understand and communicate financial transactions.
2. Ability to develop and implement business incentive packages used to induce business development.
3. Ability to develop creative and practical solutions to difficult problems.
4. Ability to plan, organize and implement programs and activities as well as stimulate creativity and execute change as needed
5. Ability to effectively evaluate needs for the City of Kimball
6. Ability to communicate clearly in written and oral forms.
7. Must have ability to learn and work efficiently and safely with a limited degree of supervision.
8. Attend meetings, seminars and further education that are job related and maintain the willingness to learn.
9. Ability to communicate and work effectively with the public, other employees, and supervisors.