

# Murray County Position Description

**Classification:** Economic Development Coordinator  
**Reports to:** County Administrator  
**Supervises:** No Direct Reports

**Department:** Economic Development  
**Location:** Murray County Courts Building  
**FLSA Classification:** Hourly/Non-Exempt

## Position Summary

This purpose of this position is to manage economic development activities throughout Murray County, which include promoting the County as a good place to do business, serving as a resource for businesses looking to start, expand or relocate to Murray County and managing the Murray County Economic Development Authority.

<b>Essential Duties and Responsibilities</b>	<b>%</b>
<p><b>Staff Liaison to Murray County Economic Development Authority</b></p> <ul style="list-style-type: none"> <li>• Responsible for preparation for monthly Economic Development Authority Board meetings;</li> <li>• Manage the Economic Development Revolving Loan Fund;</li> <li>• Recommend and review economic development policies, marketing and financing plans;</li> <li>• Prepare a marketing plan and implement it as a plan of action where time is spent marketing the county for economic development;</li> <li>• Prepares and monitors annual operating budget;</li> <li>• Develops long-range capital improvement projects and programs; and</li> <li>• Coordinates the goals, objectives and priorities of the Economic Development Authority Board.</li> </ul>	60
<p><b>Market Murray County as a Good Place to do Business and Promote Tourism</b></p> <ul style="list-style-type: none"> <li>• Visit with business owners regarding their challenges and future plans;</li> <li>• Develop and maintain strong relations and cooperation with the public, lending institutions, utility companies and local, regional and state organizations;</li> <li>• Provide assistance or referrals to other agencies that will help businesses grow, including, but not limited to workforce development, funding, site selection, training, financial packaging;</li> <li>• Establish and administer an outreach program to assist in county business retention and expansion;</li> <li>• Promote importing dollars to the county economy through tourism, and lake area development;</li> <li>• Promote and assist in other development activities, including but not limited to, housing, health care, educational, regional offices, etc.; and</li> <li>• Participate in meetings with outside agencies, responsible for public/community relations presence.</li> </ul>	35
<p>Other duties as apparent or assigned.</p>	5
<p>The incumbent 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 fulfill the employment responsibility. While data are being accessed, incumbent 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, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee’s work assignment no longer requires access.</p>	

## **Qualifications**

**Education:** High School Diploma or GED, and an Associate's Degree and two years' experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge and abilities for this position.

### **Requirements:**

- Ability to read, analyze and interpret private and public financial reports, state and federal statutes and regulations, and legal documents;
- Self-motivated and performance of various tasks-independently;
- Ability to work with others in a consulting capacity, and the ability to maintain effective working relationships with other employees, civic and community groups, public and private organizations, and public;
- Must have effective communications, be able to interact to negotiate important agreements or elicit desired behaviors; and/or the ability to engender trust of diverse audiences;
- Must be able to formulate strategic direction;
- Valid MN Driver's License; and
- Must be able to solve very complex technical or strategic problems and can apply new approaches or alternatives;

### **Physical Demands and Working Conditions**

- There are very few physical working conditions that would constitute a problem in this position.
- Mental working conditions would be of more concern. Work is performed independently with wide latitude in implementing policies and procedures as directed by the EDA or County Commissioners.
- On the job time is spent sitting, talking or hearing and using hands to handle, finger or feel. Occasional time on the job is spent climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- This job requires that weight be lifted or force be exerted up to 10 pounds the majority of the time and up to 50 pounds occasionally.
- Vision requirements are close vision and ability to adjust focus.
- This position must travel to meetings and business visits.

### **Equipment Utilized**

- Must demonstrate working knowledge of Microsoft Office and be able to operate a variety of automated office machines including, but not limited to computer, calculator, facsimile machine, printer/copier/scanner and telephone. Ability to operate a vehicle.