

Department: Administration
Supervisor: ECRDC Board
FLSA Status: Exempt
Grade:
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Prepared by: DDA Human Resources



EAST CENTRAL
Regional Development Commission

Job Summary:

Plans, develops, manages, directs and implements policies and programs of the East Central Regional Development Commission representing the five counties of Chisago, Isanti, Kanabec, Mille Lacs and Pine.

Scope of Responsibility:

Responsible for the administrative, fiscal, managerial and programmatic components of ECRDC operations and staff.

Essential Duties and Responsibilities:

1. Prepares and administers the annual work program and budget.
2. Administers and supervises all ECRDC staff.
 - 2.1. Develops, recommends and implements personnel policies and procedures.

- 2.2. Interviews, hires, and trains staff.
 - 2.3. Plans, reviews, assigns and evaluates work of staff.
 - 2.4. Provides coaching, feedback and evaluates staff performance.
 - 2.5. Resolves staff problems; disciplines and terminates staff.
 - 2.6. Maintains time card records.
3. Oversees and manages ECRDC's designation as a federal Economic Development District through the U.S. Economic Development Administration.
 4. Identifies and facilitates funding opportunities on behalf of the Commission.
 5. Establishes and maintains effective working relationships, partnerships, communications, and coordinates with other government agencies, other groups and the general public involved with economic and community development initiatives in the region.
 - 5.1. Provides information, resolves problems, answers questions, addresses concerns and negotiates requests.
 - 5.2. Coordinates with staff and Commission members to develop and implement a plan for marketing of Commission services.
 6. Prepares a variety of reports, records, data files, policies and procedures including reports to the Commission and Legislature as required by law.
 7. Monitors federal, state and local legislation for its impact or opportunity on the Commission and/or the local units of government it serves.
 8. Serves as chief spokesperson for all aspects of Commission interest and endeavors.
 9. Performs other duties as assigned or apparent.

Minimum Qualifications:

Minimum job requirements include Bachelor's Degree in Planning, Public Administration, or related field of study (Master's Degree preferred), and six years of experience in planning, community development, economic development, transportation planning, staff supervision or similar; Master's degree in a related field of study may substitute for years of experience. Driver's License required.

Additional preferred qualifications include considerable knowledge of the concepts, practices and dynamics of comprehensive regional planning; experience in land use planning/zoning; knowledge of economic development tools and strategies, community development methodologies, and group processes; ability to work effectively with community groups and business leaders; knowledge of the organization and functions of local, state and federal governmental agencies and legislative branches; knowledge of state and federal grant and aid programs; and strong project management skills.

Physical Demands & Working Conditions:

The job requires a moderate level of attention to details and deadlines. Work is performed in an office setting and in the field. Headaches, eyestrain, and other related occupational hazards reflect the most common potential for injury in the office. Work is light duty with ability to lift, carry or push up to 10 pounds. Extensive keyboarding may put incumbent at risk for repetitive motion injury or eyestrain. Driving is frequent.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Commission Board retains the discretion to add duties or change the duties of this position at any time.

Department Head Accountabilities:

Leadership

- Oversees all operations and work activities, including the staff of the department in alignment with the vision and directives of the Commission.
- Leads the operation of the organization, ensures policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- Clearly defines responsibilities and authority limits to employees.
- Inspires others to achieve results by promoting involvement, participation and cooperation.
- Works respectfully and effectively with managers and leadership of the Commission, and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- Creates and supports effective working relationships within and between the Commission and outside agencies.
- Researches best practices, literature, and data to synthesize for policy and budget development.
- Interprets laws, rules, and regulations at the Local, State, and Federal level.
- Directs implementation of laws and regulations in accordance with Local, State, and Federal laws and regulations.
- Conducts regular meetings with staff to inform them of significant issues, events, policies, or legislative changes.

Fiscal Responsibility

- Determines fiscal goals and objectives; establishes program areas, service needs, and allocates resources.
- Prepares annual operating budget by providing comprehensive justifications for budgetary requests.
 - Prepares and presents five-year capital budget.

- Prepares and monitors budgets for special projects.
- Researches, prepares, and monitors grant applications for State, Federal and related funding.
- Controls and monitors operating costs, expenditures and revenues by effectively utilizing staff, materials, and equipment; approves invoices submitted for payment.
 - Recognizes and initiates actions for possible changes and/or enhancements in procedures, processes, housekeeping, and/or safe practices, improving cost effectiveness, productivity and/or overall results.

Outcomes and Measurements

- Directs strategic planning, quality improvement and performance management activities.
- Establishes goals and performance measures as well as communicates, supports, and evaluates the achievement of those set goals and measures.
- Assists in the development of long-range capital improvement projects and programs, and coordinates the goals, objectives, and priorities.
- Oversees and/or manages data records and reporting.

Safety Conscious

- Promotes and supports safety and loss control programs to ensure a safe and healthy working environment that will minimize hazards and/or risks that could result in personal injury, illness, and/or property damage.
- Keeps abreast of accident/injury trends, ensuring proper action was taken to investigate incidents/accidents in determining causes and reducing injuries.

Liaison to Board

- Develops and recommends policies affecting the legislative platform to the Board, and provides reports and presentations to the Board.
- Conducts effective meetings and public forums with composure, professionalism, and discretion.

Supervisor Accountabilities:

Supervision

- Manages and directs the staff and the work activities of the employees in alignment with the vision and direction of the Commission.
- Provides effective supervision, training and guidance for assigned personnel; is approachable; anticipates changes and manages challenges.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Monitors and documents the work performance of assigned personnel on a timely and continual basis, conducts effective coaching, reviews performance, and takes corrective action whenever necessary.
- Delegates responsibility and authority.
- Responsible for scheduling work assignments, tracking, and approving hours of work.

Staff Development and Motivation

- Conducts or oversees training for current and new employees to ensure established procedures are clearly understood and followed.
- Continually monitors results being achieved in assigned areas, providing the necessary tools and coaching to create a cohesive team.
- Creates a working climate in which assigned personnel are motivated to develop their working knowledge, skills, and abilities, and demonstrates by personal example the desired standards of conduct and work performance.

Safety Conscious

- Enforces all safety rules, regulations and procedures. Provides training as necessary.
- Processes incident/accident reporting within time constraints, investigates incidents/accidents to determine causes.
- Actively participates in and supports the safety and health programs.
- Makes certain that equipment, tools, and machinery are used and maintained properly.

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively, and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills: plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently: demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the organization's values and code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the diverse public in a respectful manner.
- Maintains the reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results, and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

Safety

- Maintains a safe work environment by complying with safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

Accountability and Dependability

- Adheres to all organizational policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality in accordance with requirements.