

JOB DESCRIPTION
ECONOMIC DEVELOPMENT AUTHORITY DIRECTOR

- JOB DESCRIPTION:** TO DOCUMENT COMMUNITY NEEDS, MOBILIZE COMMUNITY INITIATIVES, AND MANAGE SPECIFIC PROJECTS WHICH STIMULATE THE ECONOMIC AND CULTURAL VITALITY IN THE HOFFMAN COMMUNITY.
- JOB OBJECTIVES:** 1. To encourage business expansion, new business start-ups and to create and retain jobs in the Hoffman area through provision of information and financial incentives.
- MEASURES:** A. Provide information regarding Loan/Grant program thru the WCI/Hoffman Community fund availability.
B. Work with state, regional and county EDA's actively participate in the WCI EDA organization and routinely communicate with the DEED regional rural development director.
C. Communicate with all current businesses and potential new businesses.
D. Encourage expansion of local business
E. Give support to find other outside funding sources WCI, SBA and etc.
- JOB OBJECTIVES:** 2. To generate all financial resources to support community improvement projects and economic development programs which are approved by HEDA an/or City Council.
- MEASURES:** A. Prepare Grant Applications for improvement projects. Administer grants received.
B. Conduct annual Hoffman Community Fund -fund raising.
C. Search and implement Grants
- JOB OBJECTIVES:** 3. To increase the range of housing alternatives available within the Hoffman Community.
- MEASURES:** A. Be constantly aware of availability of single-family housing, market-rate apartments; low-moderate income housing; assisted living; long-term care; new housing construction.
B. Communicate and work with Grant County Housing and Redevelopment staff and Hoffman's representative serving on the Grant County HRA Board of Directors.
C: Serve as a member of the Advisory Board as local Long-term Care Facility.
- JOB OBJECTIVES:** 4. To promote the advantages and benefits of living, working and doing business in Hoffman.
- MEASURES:** A. Communicate with the local businesses routinely.
B. Actively participate in the Hoffman Commerce and Ag Club and its annual events.
C. Update Hoffman's web site monthly.
D. Communicate with all of Hoffman's organizations
E: Actively participate in Hoffman's Beautification Project by managing Flower Planters located at sites with Hoffman; improve and maintain "Welcoming" signage into Hoffman

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- JOB OBJECTIVES: 5. Administrate Tax Increment Financing (TIF) coordinated effort with clerk
MEASURES: A. Issue TIF payments twice annually to TIF Districts recipient and maintain TIF Accounts
B: Prepare and submit annual TIF reports to State Auditor and County Auditor as required by law and prepare and publish annual Disclosure Statement.
- JOB OBJECTIVES: 6. Manage all properties owned by HEDA.
MEASURES: A. Promote and facilitate sales of lots (residential and commercial) available on HEDA Development Property; prepare Purchase Agreements, schedule Public Hearings, Obtain Abstract of Titles, closing with Warranty Deed to buyers, administer Lot Rebate Escrow Account.
B. Manage rental of agriculture land of the HEDA owned Development Property not yet developed.
C: Manage Hoffman Square and surrounding property.
1. Work with Grant County HRA, managers of Hoffman Center apartments, to promote rental of units and identify maintenance needs. Be available to show apartments on weekends and/or evenings or when HRA staff is not available. Pay principal and interest pymts annually.
2. Administer rental of former shop/ag room areas of building, to business and Hoffman Senior Citizen's Nutrition Site. Collect monthly rents for each rented/leased site and identify and arrange for maintenance needs
3. Hoffman Square-Gym/After-School Program serve as supervisor to the Hoffman Square Coordinator, gym supervisors or any other employees; and to persons providing contractual services (cleaning services, snow removal, repair services).
4. Supervise use and maintenance of athletic field.
5. Bill users for rental equipment, tables and chairs.
6. Health Care Mall- supervise and maintain, rent, maintenance and keep in rental condition
7. Community Gardens
7. Farmers Market - Apply and take care of Food Handlers license for all city license for food.
- JOB OBJECTIVES: 7. Attend regular meetings that pertain to Economic Development,
MEASURES: HEDA, WCI, Ag & Commerce, Horizons Committee, Hoffman Arts Council, Vision Committee for Senior Housing.
ON Boards but not necessary;
Food Shelf, DAC, Main Street Gallery, Hoffman Alumuni, Hoffman Lions, Hospital Foundation, U of M Center for Small Cities.
Take Care of City Offices in absent of City Clerk.
Continue with Green Step Program and to get the 3rd Step Completed.