

# Position Profile

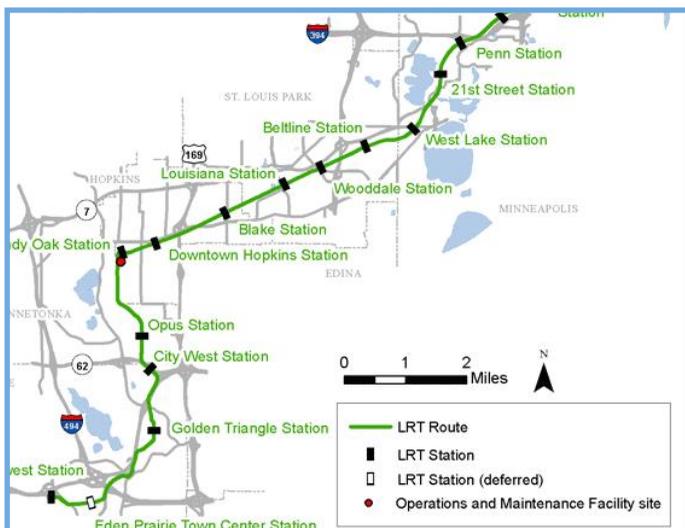
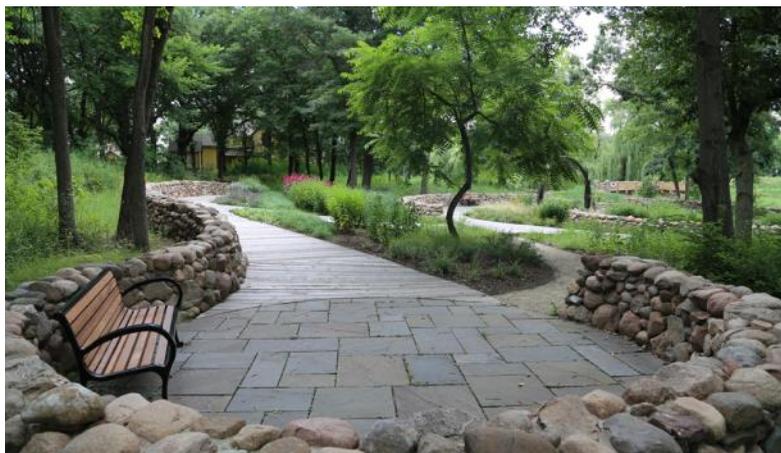
## Economic Development and Housing Manager



*Island Apartments, 175 units near Carlson Towers on 394*

The city of Minnetonka, Minnesota, is seeking a thoughtful and creative leader to lead the Economic Development and Housing Division. Located in Hennepin County just eight miles west of Minneapolis, Minnetonka is a fully developed suburban community of 50,841 residents, making it the 17th largest city in Minnesota.

Minnetonka is proud of its reputation as a city that preserves its natural resources—residents can enjoy 50 community parks, more than 81 miles of maintained sidewalks and trails and more than 1,400 acres of public open space, as well as natural scenery that includes mature trees, wetlands and prairies.



*Green Line Extension, SWLRT, opening 2020*

While Minnetonka shares its name with the very popular Lake Minnetonka, the city of Minnetonka includes only one small bay of the lake – Grays Bay, which forms the headwaters of Minnehaha Creek. Minnetonka is a regional economic hub and home to a large retail mall (Ridgedale) with numerous adjacent stores and businesses. The city is also home to many major corporate headquarters, including Carlson Companies, UnitedHealth Group, St. Jude, and Cargill, Inc.

## The Organization

Minnetonka is a charter city with a council-manager form of government. Minnetonka is represented by seven elected officials, including the mayor and six council members.



Administrative functions are the responsibility of City Manager Geralyn Barone who oversees the administration, legal, community development, engineering, finance, police, fire, recreation services and public works departments.

**Organizational Culture:** The city of Minnetonka is an organization committed to excellence and integrity with a reputation as a regional leader and innovator. The key to success for the city is the organization's *shared values*:

- *Adaptable Learning & Innovation*
- *Authentic Communication*
- *Healthy Human Relationships*
- *Contagious Enthusiasm*
- *Outcome Focused Teamwork*
- *Shared Success*

***Exceptional services provided by  
exceptional people***

**Regional Leadership:** Minnetonka is proud to be a regional leader in innovative and precedent-setting solutions. City staff, including the inspections division, are encouraged to be at the cutting-edge of issues facing the city and the Twin Cities. City officials enjoy sharing new approaches to problems by contributing time and ideas to regional organizations such as the League of Minnesota Cities and with their respective professional organizations.

**Community Organizations:** Minnetonka has several organizations founded on the principles of giving back to the community. Some of the community and service organizations that are part of the community include: Minnetonka Historical Society, Music Association of Minnetonka, Minnetonka Rotary Club, and the TwinWest Chamber of Commerce.

## City Services

**Community Development:** Administers inspections, environmental health, economic development, building permits, planning and zoning, licensing, and housing and redevelopment.

**Administrative Services:** Manages routine operations of the city, including communication with elected officials, human resources, information technology, public relations, elections and official city records.

**Engineering:** Oversees the design, management and construction of the city's infrastructure, including streets, drainage, sanitary sewer lines, water lines, street lighting, and other projects to support residents and businesses.

**Finance:** Provides budget preparation, capital planning, assessing, payroll, utility billing, purchasing, investments and city asset management.

**Fire Department:** Performs fire suppression, rescue, fire code enforcement, public fire education and coordinates the city's emergency management plan. The department includes 80 paid-on-call firefighters and 7 full-time staff.

**Legal Department:** Handles the majority of the city's criminal and civil legal work.

**Police Department:** Engages in a community policing philosophy, focusing on building relationships with residents, schools and businesses. The department includes 56 sworn officers and 19 non-sworn support members.

**Public Works:** Maintains the city's infrastructure and includes natural resources and forestry, recycling, parks and trails, water and sewer utilities, streets, buildings and fleet.

**Recreation Services:** Offers year-round programming and operates several facilities including the Minnetonka Community Center, Williston Fitness Center, indoor ice arenas and Grays Bay Marina.



*Applewood Pointe, a cooperative housing project.*

# The Department



**City of Minnetonka** community development staff work actively to educate residents and businesses about economic development, housing and related opportunities.

We believe education must be a central focus in our work, and substantial effort is put into sharing clear and timely information with residents and businesses. The Economic Development and Housing Division would provide day to day services that allow businesses to operate efficiently and make sure residents have home resources.

**Our mission** is to ensure customers are receiving excellent service. Being available to assist customers with questions, provide information or conduct problem solving are all priorities for the department.

### Department Culture

The four divisions of Community Development operate as a closely coordinated team. The staff creates a welcoming, and family-like place to work and deal with challenges. There is daily contact



within the department as work often overlaps. There is also a significant amount of contact with other departments. This position is critical to relationships within City Hall and throughout the community.

### Department Personnel

The Economic Development Housing Manager position supervises two positions within the division – the Community Development Specialist and Community Development Assistant.



*Nordstrom expansion at Ridgedale Mall - opened October 2015*

## The Position

The Economic Development and Housing Manager position is responsible for developing and implementing economic development and redevelopment activities; Southwest Light Rail project management; plans, implements, and monitors affordable housing and rehabilitation programs; manages loan programs; and oversees tax increment financing.

### Essential Job Functions:

- Prepare and lead city's economic development activities, including the preparation of regular progress reports and updates regarding status of development projects.
- Develop and maintain positive working relationships business owners, property owners, developers, lending institutions, and related organizations.
- Respond to inquiries regarding business opportunities and provide information to prospective businesses regarding available land, city incentive programs, zoning regulations, taxes and other information as requested.
  - \* Develop and maintain a comprehensive database of the inventory of available buildings and sites in the community for economic development and redevelopment purposes.
- Negotiate, implement, and manage development agreements, plans, and projects for economic development and redevelopment.
- Lead the city's business retention efforts and work with regional economic development entities like Greater MSP and Twinwest Chamber of Commerce.
- Design, promote and administer the city's small business assistance programs.
- Implement the city's Economic Improvement Program.
- Serve as the staff liaison to the city's Economic Development Advisory commission.
- Manages Southwest Light Rail (SWLRT) economic development opportunities and acts as liaison for the SWLRT project.

- Supervise the Community Development Assistant, Community Development Specialist and all Economic Development Authority (EDA), housing and redevelopment activities.
- Prepare community development-related grant applications and administer grant contracts.
- Coordinate contracts and monitor city's HRA functions, including the city's down payment assistance program and rehab program.
- Assist in preparing and completing the departmental budget and annual performance indicators.
- Authorize the release of information and oversee record retention for Community Development Department.
- Plan, coordinate or attend meetings, classes or seminars.
- Draft ordinance and other policy revisions.
- Prepare and provide data or information for legal proceedings.
- Performs other duties and assumes responsibilities as apparent or assigned.

### Minimum Qualifications:

- A commitment to and belief in the organizations shared values.
- A Bachelor's degree in Public Administration, Urban Studies, Economic Development or related field.
- Five or more years' experience in the field Community Development, Planning or Economic Development.
- Excellent written and verbal skills.
- Thorough knowledge of related codes and ordinances.
- Extensive experience in office computer software applications.

### Desired Qualifications:

- A Master's degree in Public Administration, Urban Studies or related field.
- Training in mediation and/or conflict resolution.
- Previous supervisory experience.

### Knowledge of:

- All pertinent Federal, State, local codes, and ordinances that affect the community.
- Community Development Block Grant program.
- Economic Development Authority procedures, and housing and redevelopment programs and activities.

### Skilled in:

- Operation and use of personal computers and software, including Word, Access, and Excel.

### Ability to:

- Effectively communicate both orally and in writing with homeowners, staff, governing bodies, outside agencies, contractors, and the general public.
- Establish and maintain effective working relationships with coworkers, other departments, outside agencies, and citizens.
- Maintain confidential information, prioritize duties, and to work both independently and a contributing team member.
- See, hear, and remember facts and circumstances and properly document them for future reference.
- Interpret and enforce laws, codes, and ordinances in a fair and impartial manner.
- Meet and communicate with the public, tactfully and with courtesy, yet being firm in the need for compliance.

### Supervisory Responsibilities:

- Freely shares information needed so that employees can make decisions and do their job.
- Actively involves employees in the decision-making process.
- Helps employees acquire the materials and equipment they need to do their jobs.
- Communicates goals and objectives so that employees know what is expected of them.
- Encourages employees to develop their talents and participate in training opportunities.
- Recognizes accomplishments in a timely manner.

# Announcement

## Economic Development and Housing Manager City of Minnetonka, Minnesota

The city of Minnetonka, Minnesota is seeking a motivated, creative leader to lead the Economic Development and Housing Division. Minnetonka is experiencing robust community development investment, over \$130 million of construction value per year. Apartments, commercial investment and residential projects are the primary drivers of investment in the community. At the same time, the city is committed to reinvesting in its housing stock by offering unique loan programs to its residents. Integral to the leadership of the department, this position requires a team-player with a deep understanding of public transit development.

Specific duties include:

- Acts as the liaison for the Southwest Light Rail (SWLRT) project
- Manages SWLRT economic development opportunities
- Plans, implements and monitors affordable housing and rehabilitation programs
- Manages loan programs
- Oversees tax increment financing
- Facilitates development negotiations
- Serves as staff liaison to the Economic Advisory Commission

Email resume and cover letter by December 6, 2015 to [Minnetonka@brimgroup.com](mailto:Minnetonka@brimgroup.com). Please direct questions to Richard Fursman at [richardfursman@gmail.com](mailto:richardfursman@gmail.com) or (651) 338-2533. To view the position profile, please visit [www.brimgroup.com](http://www.brimgroup.com). For additional information about Minnetonka, please visit the city's website at [www.eminnetonka.com](http://www.eminnetonka.com).



*Minnetonka's Shared Values*

### Time Table

**December 6, 2015**  
Deadline for applications

**December 2015**  
Review candidates  
Selection of finalists

**January 2015**  
Interviews  
Final candidate selected

**February 2015**  
Proposed starting date

### Salary Range

**\$85,741–\$95,268**

Additional annual compensation through the city's MERIT program includes up to \$500 for Organizational MERIT and up to 2.5% of salary for Departmental MERIT.