

February 2013

Dear Applicant:

Thank you for your interest in the City of Ramsey's Economic Development Manager position.

This position manages all aspects of the City's economic development and redevelopment activities by designing and implementing economic development plans and programs for both commercial and industrial businesses via a variety of complex and routine professional, technical and administrative functions.

Minimum qualifications for the Economic Development Manager position include:

- Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, or a closely related field
- Progressively responsible project management experience
- Municipal planning/development experience
- Five years professional experience in the private/public sector with leading/managing development and marketing initiatives within a community or equivalent experience relating to economic development
- Proficiency using computers – word processing, spreadsheet programs, GIS
- Excellent written and verbal communication skills
- Valid unrestricted class D state driver's license with a good driving record

The 2013 salary range for this position is \$67,753 to \$84,690, DOQ. To apply, please submit application materials by the application deadline on Wednesday, March 13, 2013 at 4:30 p.m. Resumes are welcome; however, resumes will not be accepted in lieu of a City application and supplemental application. EEO/AA

Thank you once again for your interest in working for the City of Ramsey.

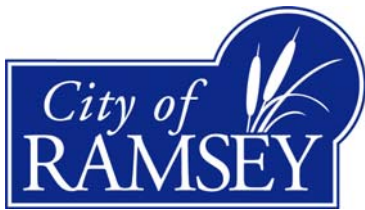
Sincerely,

A handwritten signature in cursive script that reads "Colleen Lasher".

Colleen Lasher
Human Resources Manager

Mail application to:

The City of Ramsey
Human Resources
7550 Sunwood Drive NW
Ramsey, MN 55303



APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City State Zip Code

Permanent Address _____
City State Zip Code

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work FULL-TIME ___ PART-TIME ___ TEMPORARY _____

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School _____

College/Trade _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address		Telephone	
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

Name	Address	Telephone	Years	Relationship
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I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature	Date
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The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Affirmative Action/Equal Opportunity Employer.

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****

City of Ramsey
Economic Development Manger
Supplemental Application

This supplement is intended to assist us in more accurately evaluating your qualifications for the Economic Development Manager position. Completion of this supplemental is required as part of the City's employment process along with your application and resume.

Do you have a Bachelor's degree in:

Urban Planning _____ (yes or no)

Land Use Planning _____ (yes or no)

Public Administration _____ (yes or no)

Other _____, Major _____

Do you have a valid unrestricted class D state driver's license? _____(yes or no)

Do you have five years professional experience in the public or private sector leading and/or managing development initiatives within a community? _____ (yes or no) If yes, please list employer and dates employed:

Do you have an Economic Development Finance Professional Certification? _____ (yes or no)

Responses to the following questions below should be typed and submitted on a separate paper. Responses should not exceed more than ½ page per question (single spaced) or approximately 200 words.

1. Briefly describe your current professional scope of responsibilities.
2. Please describe your experience as it relates to working with an Economic Development Authority.
3. Please describe your experience as it relates to working with a Housing and Redevelopment Authority.
4. Please describe your experience coordinating economic development events.
5. Please describe your experience as it relates to business retention and relationship management. Also, how would you go about building partnerships to maximize the city of Ramsey's success and growth?
6. Please describe your experience as it relates to real estate and development transactions.
7. Please describe your experience as it relates to TIF and job creation reporting/tracking.
8. Please describe your experience as it relates to Right of Way Acquisition Program Management.
9. Please describe your experience working with elected officials and advisory boards and commissions.

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

Signature

Date

CITY OF RAMSEY POSITION ANALYSIS

POSITION TITLE: Economic Development Manager

DEPARTMENT: Administrative Services

POSITION TITLE OF IMMEDIATE SUPERVISOR: City Administrator

FLSA STATUS: Exempt

PRIMARY OBJECTIVE OF POSITION: This position works under the general direction of the City Administrator while collaborating with other City staff, including but not limited to staff responsible for supporting the role of economic development and its strategic initiatives.

This position manages all aspects of the City's economic development and redevelopment activities by designing and implementing economic development plans, programs, and services for both commercial and industrial businesses via a variety of complex and routine professional, technical and administrative functions.

RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
- B) Housing and Redevelopment Authority (HRA) Executive Director**
- C) Economic Development Events**
- D) Business Retention and Expansion Program Management**
- E) Real Estate and Development Transactions**
- F) TIF and Job Creation Reporting/Tracking**
- G) Right of Way Acquisition Program Management (Met Council RALF Program)**
- H) Communications and General Information**
- I) Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator**

TASKS RELATED TO RESPONSIBILITIES:

- A) Economic Development Authority (EDA) Manager**
 - Provide professional and technical advice and support the work of the EDA
 - Prepare monthly EDA agendas & cases, and follow-up on direction given
 - Oversee administration of the EDA Website
 - Update listings as brokers provide new information, verify listings periodically, update MNPRO site and listing information as needed
 - Develop annual work plan and goals
 - Perform cash flow analysis for prospective businesses locating in the City
 - Work with Economic Development Consultant on business contracts and prepare business relocation proposals for businesses including use of financial assistance and other incentives
 - Plan and coordinate various annual community EDA events and act on initiatives

established

- Review of blighted properties for possible purchase from willing sellers for redevelopment
- Develop strategies for working with other appropriate commissions and task forces

B) Housing and Redevelopment Authority (HRA) Executive Director

- Administer and facilitate HRA meetings by preparing HRA cases, agendas and attending meetings
- Administer HRA work plan
- Manage HRA and The COR webpages
- Represent the City at local and regional housing/HRA meetings
- Administer The COR spotlight article in Ramsey Resident Newsletter
- Proactively lead and implement activities in The COR based on City Council's direction
- Work toward a balanced supply of senior housing
- Work toward a housing supply to allow aging-in-place
- Increase opportunities for young adults to continue to live in Ramsey
- Increase supply of affordable single-family housing
- Explore opportunities for executive level housing
- Coordinate and assist the Planning Division to identify applicable funding sources, such as: Community Development Block Grant (CDBG), Metropolitan Council Livable Communities, and Anoka County HRA; as well as to provide housing data in support of long-range planning/comprehensive planning
- Coordinate ongoing COR (downtown development) meetings with potential developers, retailers, and office users for sites in The COR as a part of the Development Management Team

C) Economic Development Events

- Coordinate economic development and promotional activities aimed at attracting new development and investments
- Coordinate Business Expo (Annually in the Spring)
- Coordinate Business Appreciation Day (Annually the third Tuesday in August)
- Coordinate Business Networking Meeting (Annually in the Fall)
- Coordinate event activities with other City staff, agencies, local groups and others as needed

D) Business Retention and Expansion Program Management

- Develop and maintain Business Expansion and Retention Program via regular contact with business owners while possessing the background knowledge and understanding of each business in order to demonstrate a sincere appreciation for the business
- Manage established and emerging projects
- Coordinate infrastructure needs for economic development projects and manage financing of improvement phase of project
- Identify methods to assistance local businesses remain solvent, identify opportunities to partner or collaborate and provide analysis for business

- expansion
- Develop retention tools, programs, strategies, and financing to retain and expand current businesses and develop, grow, and attract new businesses to the City
- Attend local business networking meetings to provide updates on development and opportunities in the city

E) Real Estate and Development Transactions

- Negotiate and secure property purchases for the purposes of economic development and redevelopment, including coordinating and representing the City at real estate closings
- Provide business knowledge of available public and private business financing resources including local bank financing, small business administration loan programs, state assistance, and other funding sources
- Understand key real estate terms to foster communications with developers and retailers
- Recognize the roles and responsibilities of inside and outside stakeholders in the development process
- Negotiate and implement development agreements for new and redevelopment projects including coordination of business subsidy requirements, property acquisition, relocation efforts, site preparation, and related actions.

F) TIF and Job Creation Reporting/Tracking

- Coordinate and complete annual business subsidy reports to the State of Minnesota
- Maintain COR TIF District and manage resources for districts set to decertify in next five years
- Manage escrow accounts for past industrial projects
- Prepare MBAF reporting (due annually April 1) on job creation from subsidies awarded

G) Right of Way Acquisition Program Management (Met Council RALF Program)

- Coordinate appraisal process on RALF projects
- Oversee Property Management of RALF properties
- Manage lease agreements activities, as well as maintain property files

H) Communications and General Information

- Collaborate with City communications staff to maximize economic development communications and marketing efforts
- Develop and maintain a comprehensive inventory database of available buildings, land, and sites in the community for economic development purposes
- Respond to requests for information for economic development or redevelopment purposes by preparing data sheets, coordinates site plans, GIS maps
- Respond to citizen inquiries about local economic development activities and opportunities
- Respond to general inquiries such as answering property tax related questions and running tax and TIF estimates for industrial projects
- Prepare and maintain information on utilities, taxes, zoning, transportation,

community services, financing tools, etc.

- Monitor local, state and federal legislation and regulations relating to economic development
- Utilize Starlite System through Anoka County to obtain property information
- Update and verify Current Business List to serve as a contact list
- Develop and research economic development trends and present recommendations to the City Administrator, EDA, and the City Council
- Prepare and present cases for projects to City Council as needed
- Assist in the application and submission of grants and other outside funding opportunities to further the economic development goals of the City
- Prepare business update article for the Chamber (twice annually)
- Write Business Spotlight articles by selecting a business, interviewing the business owners and promoting the business in the Ramsey Resident newsletter.
- Coordinate Business Spotlight for QCTV airing with video visits to a selected Ramsey business

I. Perform a wide range of other tasks (within the ability and resources of the Economic Development Manager) at the verbal or written direction of the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Knowledge of business retention programs and economic development and redevelopment principles
- (B) Knowledge of municipal zoning and infrastructure and planning programs and processes
- (C) Knowledge of public relations programs/initiatives related to economic development
- (D) Considerable knowledge of tax increment financing law and TIF district administration and the Minnesota property tax system
- (E) Knowledge of real estate and development transactions
- (F) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, EDA, City Council, and the general public
- (G) Ability to establish effective working relationships
- (H) Ability to perform work and manage projects in a timely and thorough manner
- (I) Ability to demonstrate initiative and excellent problem solving skills
- (J) Ability to effectively handle a wide variety of city projects and problems in an effective and professional manner
- (K) Ability to maintain a positive image of the city through effective handling of problems and sound coordination of multi-department programs
- (L) Ability to anticipate communication needs of public, Council and staff and effectively act to meet those needs
- (M) Skill in the operation of job-related equipment
- (N) Ability to develop a project management schedule for carrying out assigned tasks and meet the schedule in a timely manner.

MINIMUM QUALIFICATIONS

- At least 18 years of age
- Bachelor's degree in Urban Planning, Land Use Planning, Public Administration, or a closely related field
- Progressively responsible project management experience
- Municipal planning/development experience
- Five years professional experience in the private/public sector with leading/managing development and marketing initiatives within a community or experience relating to economic development
- Proficiency using computers – word processing, spreadsheet programs, GIS
- Excellent written and verbal communication skills
- Valid unrestricted class D state driver's license with a good driving record

DESIRABLE QUALIFICATIONS

- Private sector development experience
- Masters degree in Urban Planning or closely related field
- National Development Council-Economic Dev. Finance Professional Certification

	Very Important (Mandatory - you must do it to perform job)	Important (Usually required for the job but not mandatory)	Slightly Important (Sometimes needed to perform job)	Not Important (Do not need it to perform job)
Physical Activities:				
1. Standing	X			
2. Sitting	X			
3. Walking			X	
4. Lifting			X	
5. Pushing/Pulling			X	
6. Carrying			X	
7. Climbing				X
8. Kneeling (bending leg at knee and resting on knee)				X
9. Crawling (moving about on hands and knees)				X
10. Crouching (bending at knees)			X	
11. Bending at waist			X	
12. Reaching (extending hands and arms in any direction)		X		
13. Handling objects (grasping, turning or otherwise using hands or hand)	X			
14. Repetitive hand motion	X			
15. Use of arm muscles over extended periods			X	
16. Use of leg muscles over extended periods			X	

- | | | | | |
|--|----------------------|----------------------|-------|---------------------------------------|
| | _____ | | | |
| 17. Overhead work (over shoulder height) | _____ | _____ | _____ | _____ <u>X</u> _____ |
| 18. Stationary desk or bench work with neck bent forward | _____ <u>X</u> _____ | _____ | _____ | _____ |
| 19. Driving City vehicle or personal vehicle? | | _____ <u>X</u> _____ | Yes | Driving is an occasional requirement. |

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders _____

Black _____ Caucasian _____ Hispanic _____

Do you have a disability? _____ Yes _____ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

_____ Disabled Veteran _____ Vietnam Era Veteran

Referral Source: _____ Ad (please specify)_____

_____ Ramsey Employee _____ Job Service _____ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.