

Current Duties Covered by Management Analyst

Responding to prospect businesses/leads (interested in relocating to Ramsey)

Administration of three annual EDA events:

- o Business Expo
- o Golf Tournament
- o Fall Networking Event

Maintaining EDA Webpage

Administer and Facilitate EDA Meetings (liaison)

Property Management, Various Properties (RALF Program)

- o Developing property profiles, rent analysis
- o Negotiating leases, showing properties
- o Coordinating property maintenance

Business Retention and Expansion Program (BR&E) Administration

- o Annual report
- o Conducting visits, responding to inquiries, following up with leads

Represent City at Local/Regional Economic Development Meetings

Develop and Maintain an Inventory of Land/Leasable Space

Project Management, Various

- o 15153 Nowthen Blvd (Data Center Development)
- o 8020 147th Ave (Demolition)
- o 14280 Azurite (Sale)

Administer EDA Workplan

Providing guidance, assistance and information on a number of EDA programs

- o Revolving Loan Fund (RLF)
- o EDA Fund
- o Tax Increment Financing (TIF) and Tax Abatement

Reporting, Business Subsidy Agreements

Administer Business Spotlight Article in Ramsey Resident

Other Duties as Assigned