

City of Isanti
POSITION DESCRIPTION

COMMUNITY AND ECONOMIC DEVELOPMENT SUMMER (PT) POSITION

DEPARTMENT: Community Development
FLSA CLASSIFICATION: Non-Exempt, Part-Time
REPORTS TO: Community Development Director
SUPERVISES: None

DEFINITION:

This position provides professional support to the Community Development Director in many facets of municipal growth, including urban planning, economic development, and community engagement. The position will execute a range of tasks involving project management, research, and the creation of marketing materials to promote the City of Isanti as a premier destination for residents and businesses.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Support the Community Development Director and Associate Planner by assisting with planning, zoning, and economic development projects and applications.
- Assist with the implementation and daily maintenance of the department's Monday.com database to ensure projects are tracked and managed efficiently.
- Create and update professional marketing and informational materials for city projects and economic development events across various digital and print platforms.
- Manage and update the city website and social media outlets to provide timely information regarding community projects and activities.
- Perform annual outreach calls to all businesses within the city to update the municipal business database and personally invite business owners to the Mayor's Luncheon.
- Assist with business retention and expansion efforts by performing research and maintaining accurate administrative records.
- Scan and organize physical property files to assist in the digitization of all city records into Laserfiche.
- Provide front desk reception support as needed and directed by the Community Development Director.
- Serve as a point of contact for the general public, builders, and developers to provide information on development activities and city processes.
- Assist the Associate Planner with MS4 (Municipal Separate Storm Sewer System) site inspections and related environmental compliance documentation.
- Conduct specialized research and site visits to provide the Community Development Director with data for informed decision-making.
- Coordinate the Mayor's Luncheon event logistics, including set-up, close-out, and the identification of necessary resources.
- Attend and provide administrative support for Planning Commission and Economic Development Authority meetings.
- Maintain departmental records and perform general administrative duties as assigned by leadership.

EQUIPMENT USED:

This position uses a variety of equipment typical to a traditional office setting. Such equipment may include, but is not limited to, personal computers, printers, telephones, scanners and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Demonstrate strong written and verbal communication skills in English when interacting with the public and city officials.
- Possess the technical aptitude to build, organize, and maintain efficient workflows within the Monday.com platform, the City's new customer resource management database software.
- Exhibit proficiency in Canva for the creation of city publications.
- Show a high level of competence in using the internet, social media, and website management tools for public outreach.
- Maintain a positive, professional attitude while working in a fast-paced municipal environment.
- Demonstrate the ability to multi-task and manage diverse project timelines with minimal supervision.
- Apply analytical and problem-solving skills to improve departmental efficiency and project outcomes.
- Operate standard office equipment and software, including Microsoft Word, Excel, and Outlook.
- Handle sensitive and non-public information with strict confidentiality and professional integrity.
- Work effectively and personably with a wide range of stakeholders, from residents to professional developers.

MINIMUM QUALIFICATIONS:

- High school degree or equivalent
- Current / recent enrollment in a degree program in Planning, Community Development, Economic Development, Marketing, Business Administration, or a related field **OR** strong desire to learn Community & Economic Development municipal work
- Experience with Microsoft Windows / Office.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must represent the City in a respectful, professional manner with positive interactions with the public.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is temporary flexible Monday-Friday. Hours are subject to current need and availability.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, 5-8 hours: sitting, verbal communication, hearing, repetitive motions

Activities that will **occur frequently**, 2-5 hours: problem solving, written communication, interpersonal skills, standing

Activities that **occur occasionally**, up to 2 hours: walking, lifting, carrying, reaching, hand/eye/foot coordination

Activities that **occur infrequently**, less than 1 hour: bending, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, and lifting and carrying up to 24 pounds.

This position will require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date