



JOB DESCRIPTION

Economic Development Intern (Seasonal/Temporary)

Date:	February 2019		
Position Title:	Economic Development Intern		
Department/Division:	Community Development		
Grade:	B	Hourly Wage Range:	\$14.80 - \$18.90 per hour, DOQ
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Assistant Executive Director for the HRA (Housing and Redevelopment Director) and Fridley City Manager		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

POSITION OBJECTIVE:

To assist in the City's housing, economic development, and business retention and expansion efforts.

This position will provide assistance to the City's Housing and Redevelopment Authority (HRA) as the City looks to continue business retention and expansion efforts.

ESSENTIAL JOB FUNCTIONS:

1. Schedule business retention and expansion visits as needed.
2. Manage database to monitor and track business retention and expansion visits.
3. Prepare data and reports for presentations to staff, commissions and City Council.
4. Make presentations to various audiences as needed, which may include City Council, open houses, on-camera interviews, staff, etc.
5. Special research projects for City Manager as needed.
6. Assist City Rental Inspections Division as needed.
7. Assist in updating standardized materials for business retention efforts and expansion visits.
8. Field work to evaluate existing housing conditions.
9. Provide exceptional customer service to internal and external customers.
10. Attend and contribute to meetings as needed.
11. Safely operate assigned vehicles and issued equipment.

12. Perform other duties as assigned.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of standard office practices, procedures and equipment.
2. Knowledge of economic development, business retention trends and effective marketing principles and strategies.
3. Knowledge of the procedures and objectives of City Code, zoning, local ordinances, laws, rules and regulations related to zoning enforcement, sign regulations and other development related to land use concerns.
4. Ability to communicate effectively both verbally and in writing.
5. Ability to perform research; read and interpret data, information, documents; analyze and solve problems; use math and mathematical reasoning.
6. Ability to read site plans, maps and blue prints.
7. Ability to work with Microsoft Office Suite, including Access, Excel, Outlook, etc. as well as ArcGIS and other database and on-line mapping programs.
8. Ability to read and understand land development code and related regulations.
9. Ability to input, retrieve, and access information on a computer as well as assigned mobile devices.
10. Ability to be organized, prioritize work assignments, and comply with multiple deadlines.
11. Ability to establish and maintain effective working relationships and deal tactfully with internal and external customers, co-workers, and partnering agencies, etc.

MINIMUM QUALIFICATIONS:

1. Recent graduate or currently enrolled as a senior or junior in an accredited college or university, with coursework emphasis in economic development, public administration, business administration, architecture, planning or related field.
2. Good academic record.
3. Must possess a valid drivers' license and good driving history.
4. Applicant must possess excellent organizational, oral communication and business writing skills, research capabilities and a project management background.
5. Proficiency with Access required; ArcGIS and other database skills preferred.
6. A good understanding of social media sites such as Facebook, LinkedIn, Twitter, and YouTube.
7. Final candidate must satisfactorily complete a thorough criminal background check, reference check process and drug/alcohol tests.

DESIRED QUALIFICATIONS:

1. Geographic Information Systems (GIS) mapping and data input experience, especially in ArcView.
2. Experience working with an ipad, smart phone, mobile device, or online mapping system.

NOTICE:

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507. The City's TDD number is (763) 572-3534.

WORK ENVIRONMENT:

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of an Economic Development Intern. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

COMPENSATION AND BENEFITS:

This is a temporary full-time position and is scheduled for 40 hours per week Monday through Friday 8:00 a.m. to 4:30 p.m., hours may vary. This position may require attendance after-hours after the normal business hours, which may include evenings and weekends. This position is expected to be three months in duration. Hourly wage is \$14.80 to \$18.90 per hour, depending on qualifications. Partial benefits include: workers' compensation insurance and employer's share of payments to Social Security, and Medicare.

APPLICATION PROCEDURE:

Complete and submit a City of Fridley application along with a cover letter, resume and a recent copy of academic transcript. For application materials visit our website at www.fridleymn.gov or contact the City of Fridley, 7071 University Avenue N.E., Fridley, MN 55432, (763) 572-3504. Applications must be received by 4:00 p.m., Monday, March 18, 2019.

February 2019

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Economic Development Intern
Department/Division: HRA (Housing and Redevelopment Authority)
Brief Description of the Job Performed: To assist in developing standardized practices for the City's economic development and business retention & expansion efforts.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics		X			Works with Others		X			Sitting			X	
Reading			X		Works Alone			X		Standing		X		
Writing			X		Customer Contact			X		Walking			X	
Reasoning				X	Shift Work					Running				
Problem Solving			X		Extended Day	X				Lifting	X			
Attentiveness				X	Extreme Hot		X			Pushing/Pulling	X			
Work Supervision					Extreme Cold		X			Carrying		X		
Guidance Available			X		Extreme Noise	X				Bending at Waist		X		
Autonomy		X			Confined Area					Climbing				
Social Interaction			X		High Places					Repetitive hand motion (computers)			X	
Supervising Other Employees					Work Indoors			X		Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards					Kneeling	X			
					Electrical Hazards					Driving			X	
					Explosive Material					Crouching		X		
					Chemicals (OSHA Def).					Crawling				
					Fumes					Use arm muscles over extended periods		X		
					Gases					Use leg muscles over extended periods			X	
					Other (pests, odors, junk)					Over shoulder height work	X			
										Stationary desk or bench work with neck bent forward			X	
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment			X	

Demand Codes:

Blank = Not Applicable or Not Present
 VI = Very Infrequent, 1 to 2 times a week
 O = Occasional, up to 1/3 of time
 F = Frequent, 1/3 to 2/3 of time
 C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	Frequently	Ipad in ruggedized case, cell phone, supplies, clipboard, camera, etc.	Waist - shoulder/eye level
11 - 24	Infrequently	Promotional items, boxes of materials, paper, signs	Ground to waist level
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	Frequently	Ipad in ruggedized case, cell phone, supplies, clipboard, camera, etc.	Several blocks
11 - 24	Very infrequent	Promotional items, boxes of materials, paper	50 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			