

Economic Development Director

Full-time salaried with benefits position. Personable? Forward thinking? Organized? Possess strong leadership skills? Social media savy? Able to develop and implement marketing plans? You might just be the person we're looking for!

The City of Superior is seeking a full-time employee for the position of Economic Development Director. The Director will be responsible for the development and implementation of the City's economic development strategy. The primary goals of the position are business retention/expansion and new business recruitment. The Director will also assist with housing development/infill, and other community projects as needed.

Essential Duties and Responsibilities:

- Develops and implements short and long term economic goals for the community.
- Creates/Assists with the development of community plans/studies and gathers information as needed for their development.
- Actively pursues potential new businesses, expansion of existing businesses, and other necessary economic development tasks as required.
- Creates/Assists with the development and implementation of the community housing goals and provides oversight of various housing programs as needed.
- Responsible for administering the City's LB840 program, including loan management and periodic reporting requirements. Oversees and ensures that all local, state and federal statutory reporting requirements for programs are met.
- Prepares marketing materials and information for general dissemination and in response to requests from potential businesses, developers, site selectors, etc.
- Maintains an inventory of available buildings, business and residential development sites within the community, including both public and private properties.
- Actively identifies and pursues additional sources of funding for City's initiatives.
- Professional presentations, written reports and recommendations are expected.
- Works with governmental agencies to secure funding and training for economic development initiatives.

- Works in collaboration with the Superior Development Corporation (SDC) Board, the Superior City Council, and current staff on a variety of projects

Minimum Job Requirements:

- Bachelor's degree and/or comparable experience in economic development, city administration, city planning, business administration, hospitality or related is desired.

Desirable knowledge, Skills and Abilities:

- Exceptional written, verbal and financial skills are a must.
- Highly proficient in using social media, technology and computer and business software.
- Knowledgeable of economic development practices, LB840 guidelines and implementation.
- Able to work on major projects independently, maintaining confidentiality as needed.
- Team builder who works toward consensus, creative problem solver.
- Visionary leader, passionate for the job and the City. Skilled in goal setting and working to reach those goals. A team player in every sense of the word.

Apply:

Application and job description are available at the city offices, 135 W 4th Street, Superior, NE 68978, 402-879-4713 or at <http://www.cityofsuperior.org/employmentopportunities.php>. Submit application and resume to Jan Diehl, City Clerk, PO Box 160, 135 W 4th St., Superior, Nebraska or fax 402-879-4907. Salary negotiable based on qualifications. Open until filled. Applications will begin being reviewed on July 14. The City of Superior is an Equal Opportunity Employer.

EMPLOYEE APPLICATION QUESTIONNAIRE

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

(PLEASE PRINT PLAINLY)

Date _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Would you work Full-Time _____ Part Time _____ Specify day and hours if Part-Time _____

Were you previous employed by us? _____ If yes, when? _____

If your application is considered favorably, on what date will you be available for work? _____ 20__

PERSONAL

Name _____ Social Security No. _____
 Last First Middle

Present address _____ Telephone No. _____
 No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? _____
 State age if under 18 or over 70. _____

EDUCATION

Circle last year completed	Describe any other training or education
Elementary School 5 6 7 8	
High School 1 2 3 4	
College 1 2 3 4	

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent.

Name & Address of Company And Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

Name & Address of Company And Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

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	Mo.	Yr.	Mo.	Yr.					
Telephone									

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact.

Summarize here any additional experiences and/or skills you may have. _____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

By making application for employment I authorize you to make an investigative consumer report where by information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and code of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report this is made.

Signature of Applicant