



RUGBY JOB DEVELOPMENT AUTHORITY
Job Description · Updated Jan. 19, 2024

Job Title: Executive Director

Reports To: JDA Board of Directors

POSITION OVERVIEW

To lead implementation of economic and community development strategies addressing challenges and creating opportunities that improve the quality of life in the Rugby area. The position is responsible for programs that support the retention, expansion, start-up and recruitment of businesses that meet community needs, diversify its economic base, and encourage innovation. Also charged with managing local business assistance and incentive programs and workforce attraction initiatives. The executive director facilitates these programs and projects by collaborating with a variety of federal, state, regional and local government entities, civic groups, businesses and other community stakeholders.

POSITION QUALIFICATIONS

A bachelor's degree in community or economic development, public administration, business administration, marketing, or a related field. Previous successful experience in community economic development is desirable and may be considered in place of degree requirements. Knowledge of government and financial management is desired, as is a considerable amount of independent judgment and personal motivation. Candidate must possess excellent interpersonal skills and have the ability to use relevant technologies.

MAJOR DUTIES

1. Proactively pursues economic development opportunities that promote, enhance, and revitalize the Rugby area.
2. Works with current and prospective employers to develop strategies to recruit, train, and retain employees.
3. Conducts a business retention and expansion program to include business visits and other forms of outreach to share information about available properties, programs and sources for technical assistance and financing.
4. Represents Rugby on regional and state levels by participating in public hearings and other input opportunities, professional development conferences and meetings hosted by the N.D. Department of Commerce, Economic Development Association of North Dakota, Souris Basin Planning Council, and similar entities.
5. Coordinates work activities with governmental agencies and other local organizations involved in economic development. Present a report of progress and activities to the City Council at least quarterly. Provides monthly updates to the Job Development Authority Board of meetings, programs, projects and other activities.

6. Develops short-term and long-term objectives, managing annual programs and projects based on goals community plans and studies as well as current challenges and opportunities. Conducts research and analyzes data such as demographic trends and business plans to make recommendations to the Board.
7. Prepares annual budget and monthly income and expenditure reports for review and consideration of approval by the Board and City Council. Provides annual progress report to the community and other updates to inform and engage local businesses, organizations and residents
8. Develop and maintain JDA/Rugby economic development website and social media accounts.
9. Supervises any support or contract personnel and provides a yearly evaluation to the Board.
10. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of Rugby, its competitive advantages for business and workforce attraction, other assets and features of interest.
2. Knowledge of the community development process and approaches to citizen participation.
3. Ability to communicate and work effectively with regional, state, federal, and local officials, civic and grassroots organizations, representatives from business, and the public.
4. Knowledge of general business principles and economic factors as they relate to business profitability and site selection.
5. Skill in written and verbal communication and marketing techniques including developing and delivering presentations, creation of web-based and social media content, collateral materials and other means of delivering information and messaging, plus ability to lead discussions and meetings.
6. Skill in identification, acquisition and management of grant funding.
7. Skills in the use of computers including various software programs and applications important to job success.
8. Ability to diagnose conditions, gather information, and plan, coordinate, and analyze research projects necessary for carrying out economic development.
9. Ability to prepare and manage a budget.
10. Ability to use, or learn to use, QuickBooks.

OTHER BASIC SKILLS & FUNCTIONS

MATHEMATICAL SKILLS:

Basic knowledge of math skills and bookkeeping required. Ability to formulate and evaluate financial proposals, business incentives, and cost-benefit analysis for economic development programs and projects.

REASONING ABILITY:

Must be able to analyze data, determine trends and apply the results. Ability to anticipate reaction from the public, elected officials, business community, governmental agencies to manage various situations

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Valid driver's license

OTHER SKILLS and ABILITIES:

1. The ability to work independently; must be a self-starter, and both a thinker and a doer.
2. The ability to supervise others to accomplish goals.
3. The ability to communicate and work effectively with local governmental and community leaders both formally and informally (often after regular office hours).
4. The ability to organize, develop, analyze and otherwise reduce large amounts of data and concepts and ideas into clear, concise reports, plans or documents.
5. Must possess sufficient expertise with computers and word processing.
6. Knowledge of government, government processes and rural planning is desired.

PHYSICAL DEMANDS & ABILITIES NEEDED

1. Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit and inspect meeting sites;
2. Vision to read printed materials and a computer screen, occasionally distinguishes between shades of color;
3. Hearing and speech to communicate in person, before groups, and over the telephone.
4. This is primarily a sedentary office classification, although the job involves standing in work areas and walking between work areas may be required.
5. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment.
6. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORK ENVIRONMENT:

Work in predominantly an office environment, but also in a variety of public settings. Mobility to visit/tour businesses, , facilities, construction sites, etc. required. Frequent travel (both local and out of the area) required.

COMPENSATION

Salary ranges \$55,000 to \$70,000 per year depending on qualifications. The benefit package includes NDPERS Sanford Health Insurance family or single policy fully paid, NDPERS retirement fully paid, 11 paid holidays, vacation leave, sick leave, and more. Position is exempt from overtime.

APPLICATION PROCEDURES

Submit a resume and cover letter to:

Rugby JDA
c/o Rugby City Hall.
223 S Main Ave
Rugby ND 58368

Email inquiries to City Auditor Jennifer Stewart at jstewart@gondtc.com.

Applications accepted until position is filled.

The JDA reserves the right to accept or reject any and all applications.

The JDA is an Equal Opportunity Employer.