

Mount Pulaski Economic Development and Planning Board

SEEKING ADMINISTRATOR POSITION

Administrator Job Description

- 1) Plan, manage, coordinate, and facilitate the successful implementation of economic development projects for the City of Mt. Pulaski.
- 2) Works independently, establishes timelines, identifies project participants, maintains required documentation, monitors, and reports on the progress of all economic and planning projects.
- 3) Provides financial and program/operational data for higher-level management decisions; gathers, analyzes, and compiles data to prepare narrative and statistical reports on department activities.
- 4) Represents the Economic Development Planning Board at various and related business meetings.
- 5) Attends City Council and other board meetings when necessary and appropriate. Prepares materials in support of the City Council agenda items.
- 6) Explains the work of the department, program policies, and procedures to interested parties; drafts detailed responses about programs, regulations, procedures, activities, and status of projects; compiles statistical or narrative information about the program.
- 7) Attend monthly Economic Development Planning Board Meetings: Aid members in preparation of materials for meeting.
- 8) Serves as first point of contact for general inquiries regarding business and commercial opportunities in the City of Mt. Pulaski.
- 9) Collaborates with the City Council to increase City involvement and partnerships with businesses and organizations.
- 10) Conducts research to identify potential grant opportunities for the City of Mt. Pulaski.
- 11) Serve as recording secretary at the monthly meetings.
- 12) Help manage, maintain, and develop the City website and EDPB Facebook page.
- 13) Complete semi-annual evaluations.
- 14) 20 – 30 hours per week.

Duties include but are not limited to.

- Schedule, attend, and take minutes for all committee meetings and monthly board meetings. Set up conferencing equipment for all meetings.
- Complete the treasurer's report. Prepare checks for payment. Mail checks. Complete monthly reconciliation of Business District Account and Community Donation Account. Maintain check register. Provide additional analytical financial reports upon request.
- Keep record of all EDPB documentation in relation to EDPB projects, committees, and monthly meetings. Must be able to provide the EDPB with any pertinent information during meetings.
- Assist the City and EDPB in grant work. Attend webinars, work with grant writers, edit, prepare, and distribute documentation when appropriate. Assist in reporting related to grant programs when necessary.
- Attend City Council meetings, Community Association Meetings, and other business or organizational meetings when appropriate to represent the EDPB on current projects.
- Maintain the EDPB Facebook page and City website. Work with Business Builders when appropriate for website updates.
- Communicate with the public on behalf of the EDPB. Must have EDPB approval before making public statements.
- Administer City and EDPB grant programs. Act as the person of contact. Create, Edit, and distribute documentation necessary for grant programs. Assist applicants with any questions that they may have. Notify applicants of denial or awarding of a grant. Follow up with grant recipients on project updates until the projects are completed and you have received the appropriate billings. Follow up with applicants if the EDPB has any questions for them.
- Post all EDPB meeting agendas, monthly or committee meetings, 48 hours before the meeting time at City Hall 113 South Lafayette St. Mt. Pulaski, IL 62548. Also post the meeting agendas at the EDPB Office 124 South Washington St. Mt. Pulaski, IL 62548.
- Schedule all meetings that are held at the EDPB office. Maintain a calendar of businesses or organizations that wish to use the office for meetings. Assist these businesses or organizations in setting up conferencing equipment to facilitate their meetings.

Interested candidates may submit applications for the Administrator position to:

Email: edpb@cityofmtpulaski.com, deron@deronpowell.com

Or return to the drop box at City Hall, 113 S. Lafayette St., Mt Pulaski, IL

Attn: EDPB