



## CITY OF AINSWORTH

606 E 4th Street • P.O. Box 165 • Ainsworth, NE 69210

CLERK  
(402) 387-2494

e-mail: [cityofainsworth@sscg.net](mailto:cityofainsworth@sscg.net)

FAX: (402) 387-0649

MAYOR  
(402) 387-2227

### City of Ainsworth Economic Development Director

The Director coordinates economic development activities, programs, and operations of the City of Ainsworth. The Director implements the economic development plan and activities focusing on business retention and economic development while preserving the quality of life in Ainsworth, Nebraska.

#### Duties:

- Receive, understand and comply with instructions, directives and requests of the City Administrator in the operation of the Economic Development Plan and other economic development activities.
- Attend City Council and other committee meetings as directed. Assist with the scheduling of Citizen Advisory Review Committee quarterly meetings and prepare materials necessary for the meeting, including scanning and disseminating notices, reports and applications as directed.
- Develop an annual action plan through Strategic Planning processes with the CARC as well as assist with the development of a City marketing plan.
- Develop material to be disseminated, for the advertising and promotion of economic development programs.
- Assist in maintenance and utilization of the City's website for the purpose of fostering economic development in the City of Ainsworth and coordinate weblinks for the benefit of the various factions of the community with an interest in economic development.
- Monitor and assist when appropriate for City-wide events which promote the community and increase tourism in Ainsworth.
- Write grants or assist in consolidating information from resource entities to use in writing grants that will benefit Ainsworth.
- Assist with funding requests and guide applicants as needed through the application process, including LB840 and other sources.
- Develop and maintain a comprehensive inventory of available buildings and sites in the Ainsworth area for economic purposes and to track business movement into and out of the area.
- Assist with housing and commercial real estate needs within the city and work with the City of Ainsworth to develop a plan to address those needs.

- Help facilitate partnerships with area businesses, service organizations, community groups, State and Local officials, governmental entities and the media to:
  - Promote Ainsworth Economic Development;
  - Promote business training participation;
  - Maintain personal contact with area businesses for improvement of business conditions;
  - Provide promotion and updates.
- Maintain and update a record system (to include applicant files) for public records and/or audit purposes.
- Monitor local, state, and federal legislation and regulations relating to economic development.
- Accurately develop and provide project reports to the City Administrator regarding the status of projects, clients served, trends, etc.
- Attend meetings, conferences and workshops that are determined to enhance the skills and encourage networking necessary for the position.
- Monitor and respond to mail, email and telephone contacts in a timely manner.
- Maintain confidentiality in discrete matters when dealing with economic development projects.
- Respond to other assignments from the City Administrator as needed.

#### Required Knowledge, Skills and Abilities:

- Ability to efficiently read, write and speak English.
- Effectively operate a computer with proficiency in word processing, and spread sheet programs (included but not limited to Word, Excel, PowerPoint, and Outlook).
- Effectively communicate with persons of various ethnic backgrounds, educational levels and communication abilities using pictorial, verbal and written media in a clear, concise manner. Be able to successfully mediate and negotiate disputes and compromises between various persons courteously.
- Maintain a working understanding of the City of Ainsworth government policies and procedures.
- Ability to work independently, with strong organizational, planning and time management skills.

#### Training and Experience:

Any combination of work experience, training and education that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in community or municipal/governmental work, grant writing, fund raising, marketing or similar work in the field of economic development. Must possess a valid Nebraska driver's license, must be at least 21 years of age and must be able to legally work in the United States. Bachelor's Degree in economic development or equivalent preferred, but not required.