

City of La Crescent – Economic Development Commission

Commission Member Job Description

Role of the Commission

Serving on the Economic Development Commission is not an honorary position but requires a commitment of time, talent, and stewardship. The commission's role in the furtherance of economic development goals includes assisting the city in setting the goals and strategic direction for future economic conditions in the city. The Economic Development Commission is an Advisory Commission to the City Council.

- Acts as fact finder concerning matters related to economic development and the potential for economic development within the city.
- Serves as a resource for the City Council to consider details of economic development matters and formulating recommendations for the City Council to consider including drafting strategies and policies relating to economic development.
- Supports the economic development section of the City's Comprehensive Plan by coordinating with the City Planning Commission.
- Serves as a focal point for considering requests received by the City Administration for further study and support.

For more information, please refer to the City of La Crescent's website at: [Economic Development \(cityoflacrescent-mn.gov\)](http://cityoflacrescent-mn.gov)

Position

The commission members support the work of the city and city council and provide leadership and strategic thinking in matters of economic development. Economic Development operations are led by the city administrator and community development director and the commission works in partnership with the city staff and city council and mayor.

Individual Commission Member Responsibilities

- Serving as an advisor to the community development director as s/he develops and implements the commission's work plan
- Reviewing city projects and evaluating their economic benefit and impact
- Reviewing agenda and supporting materials prior to commission meetings
- Attendance and participation in 70 percent of meetings annually (e.g. seven out of 10 meetings)
- Assisting the community development director and commission members in identifying and recruiting other commission members and assist in filling vacancies as needed
- Representing the city to stakeholders; acting as an ambassador for the city

- Be informed about the city's services, policies, and programs
- Participate in commission member orientation
- Follow the city's policies for open meetings, open records, and conflict of interest

Qualifications

This is an extraordinary opportunity for an individual who is passionate about the City of La Crescent and its economic development. Selected commission members will have achieved leadership stature in business, government, philanthropy, or the nonprofit sector. His/her accomplishments will allow him/her to attract other well-qualified, high-performing commission members.

Ideal candidates will have the following qualifications:

- Extensive professional experience with significant leadership accomplishments in business, government, philanthropy, or the nonprofit sector
- A commitment to and understanding of the city's economy and its stakeholders, preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of city residents, businesses and visitors
- Ability to: listen, analyze, think clearly and creatively, work well with individual people and groups, provide candid and constructive criticism, advise, and ask questions
- Willingness to: prepare for and attend meetings, ask questions, take responsibility and follow through on a given assignment
- Possess: honesty, sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the city's economic development; a sense of humor

Service on City of La Crescent's Economic Development Commission is without remuneration.