

CITY OF CRETE, NEBRASKA  
CITY COUNCIL REGULAR MEETING  
June 28, 2016

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska in the back of the Council Chambers. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting
2. Roll Call
3. Special Order of Business
  - 3.A. Economic Development Director Job Description  
6/28/16 Recommend approval of the job description as presented Carried with a motion by David Bauer and a second by Kyle Frans.  
David Bauer: Aye, Kyle Frans: Aye  
Aye: 2, No: 0
4. Officers' Reports
5. Adjournment

Mayor

(SEAL)

City Clerk-Treasurer

I, Jerry Wilcox, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said

meeting and the subjects to be discussed.

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City Clerk-Treasurer

(S E A L)

**Personnel Committee Meeting  
June 28, 2016 5:00 PM  
City Hall  
Council Chambers  
243 East 13th Street**

**1. Open Meeting**

The City has posted a copy of the Open Meetings Act, Laws of the State of Nebraska, in the back of the council chambers. Additional copies are available to read, if anyone wishes one during this meeting, please advise. As each agenda item is considered, if there are any questions concerning the agenda item please advise. The Committee may consider items listed on the agenda in random order. The City has assisted listening devices available, if needed please advise. This meeting was posted in three public places to-wit:

City Hall - 1st Floor  
Post Office - Lobby  
City Bank and Trust - Front Entry

**2. Roll Call**

Attendance of Committee members will be recorded to determine the presence of a quorum for official actions.

**3. Special Order of Business**

The Committee may take action to hear testimony in favor of or in opposition to, discuss/limit discussion and take action to approve or disapprove a recommendation to the City Council on any matter presented under this title.

**A. Economic Development Director Job Description**

Discuss updated job description for Economic Development Director

**4. Officers' Reports**

Reports may be given by Department Heads, other Committees and Council members concerning current operations of the City. Questions may be asked and answered. No action can be taken by the Committee on matters presented under this title except to answer any question posed and to refer the matter for further action.

**5. Adjournment**

The City Council Committee will review the above matters and take such actions as they deem appropriate. The Committee may enter into closed session to discuss any matter on this agenda when it is determined by the Committee that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was called. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The City of Crete assures that no person shall on the grounds of race, color, national origin, age, disability, handicap or sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of the City receiving Federal financial assistance. To report discrimination, contact the City Clerk's office.



## **CITY OF CRETE ECONOMIC DEVELOPMENT DIRECTOR**

**Job Status:** Exempt; Full-time

**Reports to:** City Administrator

**Supervisory  
Responsibilities:** NONE

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### **I. GENERAL FUNCTIONS**

The Director coordinates economic development activities, programs, and operations of the City of Crete. The Director implements activities focusing on business retention and economic development while preserving the quality of life in Crete, Nebraska. The Director also serves as a Liaison to the Chamber of Commerce, the Crete Area Improvement and Development Corporation, the Economic Development Advisory Board, and assists to carry out the terms of the Crete Economic Development Plan.

### **II. ESSENTIAL DUTIES & RESPONSIBILITIES**

1. Receive, understand, and comply with instructions, directives, and requests of the City Administrator in the operation of the Economic Development Office and proficiently execute said assigned instructions.
2. Attend City Council, Economic Development Advisory Board, Chamber of Commerce, and CAIDC meetings as directed. Assisting with scheduling of Economic Development Advisory Board meetings and prepare materials necessary for the meeting, including scanning and disseminating notices, reports and applications as directed.
3. Develop an annual action plan through Strategic Planning processes with the Economic Development Advisory Board as well as assist the Chamber of Commerce and the City of Crete in development of a coordinated marketing plan.
4. Develop material to be included in Crete News and the Chamber of Commerce newsletter and/or develop and disseminate a separate Economic Development newsletter as directed.
5. Develop and maintain a web presence for the purpose of fostering economic development in the City of Crete and coordinate weblinks for the benefit of the various factions of the community with an interest in economic development. This

may include adding community updates to NEDI (Nebraska Economic Development Information) Community Profile System online.

6. Emphasize the importance of community updates to LOIS (Location One Information System) online.
7. Monitor and assist when appropriate, city-wide events which promote the community and increase tourism in Crete.
8. Write grants, or assist in consolidating information from resource entities to use in writing grants that will benefit Crete. In addition, obtain and maintain Certified Grant Administrator status.
9. Assist with funding requests and guide applicants as needed through the application process, including LB840 and other sources.
10. Administer the .5% sales tax fund for Economic Development and comply with the budgeting and reporting requirements.
11. Develop and maintain a comprehensive inventory of available buildings and sites in the Crete area for economic purposes and to track business movement into and out of the area.
12. Assist with housing and commercial real estate needs within the city and work with the City of Crete to develop a plan to address those needs.
13. Help facilitate partnerships with area businesses, service organizations, community groups, State and Local officials, governmental entities, Doane College and the media to:
  - a. promote Crete Economic Development;
  - b. promote business training participation;
  - c. maintain personal contact with area businesses for improvement of business conditions;
  - d. provide promotion and news updates.
14. Maintain and update a record system (to include applicant files) for public records and/or audit purposes.
15. Monitor local, state, and federal legislation and regulations relating to economic development.
16. Accurately develop and provide project reports to the City Administrator regarding the status of projects, clients served, trends, etc.
17. Attend meetings, conferences, and workshops that are determined to enhance the skills and encourage networking necessary for this position.

18. Conduct general office practices to maintain efficiency; monitor and respond to mail, email, and telephone contacts in a timely manner.
19. Effectively maintain confidentiality in discrete matters when dealing with economic development projects.
20. Effectively respond to other assignments from the City Administrator.

### **III. OTHER NON-ESSENTIAL DUTIES**

- Other duties as assigned by the City Administrator

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

1. Ability to efficiently read, write, and speak English.
2. Effectively operate a computer with proficiency in word processing, database and spread sheet programs. Utilize the computer efficiently when required (includes but not limited to, WORD, Excel, Publisher, Power Point, Outlook, QuickBooks, Adobe or other PDF software).
3. 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.
4. Maintain a working understanding of City of Crete government policies and procedures.
5. Ability to work independently, with strong organizational, planning, and time management skills.

### **V. DESIRABLE 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. Ability to speak the Spanish language is preferred, but not required.

**VI. MINIMUM QUALIFICATIONS**

1. Possess a valid Nebraska driver's license
2. Must be at least 21 years of age
3. Bachelor Degree in Business Administration, Marketing, or equivalent.
4. Must be able to legally work in the United States.

**VII. NECESSARY SPECIAL REQUIREMENTS**

1. Reside within the corporate limits of the City of Crete.
2. Must maintain a phone.
3. Evening and weekend hours may be required.
4. Extensive travel may also be required.

**VIII. WORKING CONDITIONS & PHYSICAL EFFORT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The position requires extended periods of sitting and operating a motor vehicle.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**IX. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgment of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Rules and Regulations is a contract for employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Last Revised: June 16, 2016