



Position Available
Community Development Coordinator

The City of Stewartville is seeking applicants for the position of Community Development Coordinator until December 22, 2025.

Job Description: Performs professional and administrative work in support of the City's Economic Development Authority (EDA), Park Board, Historical Society, and other municipal departments. Work collaboratively with city staff, local boards, and community stakeholders to plan, develop, and implement initiatives that enhance the community's quality of life and promote sustainable growth. Coordinate and support EDA programs and projects aimed at strengthening the local economy and business environment. Conduct research, prepare materials, and draft content for grant applications; manage grant reporting, compliance, and performance tracking. Provide technical assistance and business development support to entrepreneurs, start-up companies, and existing businesses seeking to expand or relocate within the community. Maintain partnerships with regional and state agencies, chambers of commerce, and local organizations to advance shared development goals.

Must have a high school degree or equivalent. Demonstrated skill in the use of spreadsheets and database applications. Familiarity with various manual/physical computerized tracking and record keeping systems. Ability to learn from on the job and other training to successfully perform in all key areas. Ability to become proficient in employer's software and attend any employer- required training.

Preferred Qualifications: Skill in Microsoft Office applications (WORD, Excel, etc.) Proficient customer service/human relations skills.

Salary: Pay Grade 12 (\$63,528-\$82,585)

Applicants can obtain an application at City Hall or thru our website:

www.stewartvillemn.com/government/publicnotices/employment-opportunities

Please submit your application to City of Stewartville, 105 East First St., Stewartville or by e-mail to City Clerk, Cheryl Roeder – croeder@stewartvillemn.com

Cheryl Roeder
City Clerk

**CITY OF STEWARTVILLE
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION		
Job Title: Community Development Coordinator	Work Status: Full-time	Work Hours: 40
Supervisor: City Administrator	FLSA Status: Non-Exempt	Pay Grade: 12

II. ORGANIZATIONAL RELATIONSHIPS
Reports to: City Administrator
Works Closely with: City Administrator, City Clerk, Finance Director & Public Works Director
Communications with:
Internally: Council members, members of advisory boards/committees/commissions, and administrative staff
Externally: General Public
Supervises: None
May Receive Functional Work from: City Administrator, City Clerk/Planning Director

III. PURPOSE
Performs non-supervisory administrative work for the EDA, Park Board, Historical Society, and other city departments.

IV. ESSENTIAL FUNCTIONS
1. EDA <ul style="list-style-type: none">• Working with boards and community members to create and implement quality of life projects/improvements such as park development and amenities.• Creating annual EDA Workplan• Researching, completing and drafting information for grant proposals.• Providing necessary reporting for various grant awarding agencies.• Carrying out and ensuring the quality of community marketing efforts, measuring the performance of community marketing objectives.• Attending workshops and trainings relevant to the position.• Publicly presenting at open meetings.• Communicating with local press to share accomplishments.• Providing business development assistance for startup businesses and businesses looking to expand or relocate.• Cultivating relationships with existing businesses to promote the sustentation and retention of those businesses.• Tourism• Graphic Design/Ad Creation• EDA Website Updates – Backup for Social Media• Completing other duties as assigned.

2. Parks & Recreation Development

- System Planning
- Facilitation of Park Board
- Grant Writing
- Event Planning

3. Historical Society

- Archive/Documentation of Items Donated
- Tours
- Social Media

V. OTHER DUTIES AND RESPONSIBILITIES

Attend EDA meetings, Park Board meetings, and Council meetings as needed. Backup for Building Permits. Attending SEMLM meetings, EDAM conference, LMC Training/Conferences. May assist at Front Desk. Performs other related duties as assigned.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none">➤ Knowledge of city's operation, policies and procedures➤ City's organizational structure and operations, programs and activities➤ Knowledge of data privacy and open meeting law requirements➤ Knowledge of handling and maintaining confidential information with appropriate level of discretion	<ul style="list-style-type: none">➤ Grant writing and research➤ Communicating, both verbally and in writing with elected and appointed officials, members of the development community, staff, boards & commissions and the general public using an appropriate degree of courtesy, respect, and patience depending on the situation➤ Establishing and maintaining cooperative and productive relationships with a variety of individuals and groups➤ Use of information technologies to	<ul style="list-style-type: none">➤ Research and analyze data, develop alternatives, and make recommendations➤ Communicate with staff and general public, including the ability to maintain composure under pressure➤ Organizational and time management skills including the ability to handle multiple priorities➤ Demonstrate ability to develop positive working relationships with coworkers and general public and maintain a respectful work environment➤ Ability to handle stress and stressful situations

	increase own productivity	<ul style="list-style-type: none"> ➤ Work independently and as part of a team depending on task ➤ Plan, organize and prioritize, and perform regular work tasks ➤ Handle interruptions and concentrate on the task at hand ➤ Handle multiple, ongoing tasks and complete work in a timely manner
--	---------------------------	--

VII. MINIMUM TRAINING AND EXPERIENCE

An equivalent combination of education and experience may be considered during the hiring process.

High school degree or equivalent. Demonstrated skill in the use of spreadsheets and database applications. Familiarity with various manual/physical computerized tracking and record keeping systems. Ability to learn from on the job and other training to successfully perform in all key areas. Ability to become proficient in employer's software and attend any employer-required training

VIII. PREFERRED QUALIFICATIONS

Skill in Microsoft Office applications (WORD, Excel, etc.) Proficient customer service/human relations skills

IX. WORKING CONDITIONS

Other working conditions can be inferred from listed duties/responsibilities as well as required knowledge, skills and abilities.

Works indoors in office setting with a substantial percentage of time spent working at a front counter, computer and desk. Use fine motor skills and performs a number of repetitive movements and some lifting/carrying of objects (regularly up to 10-15 pounds, and occasionally up to 20-25 pounds) such as office supplies, boxes and files. Uses near vision, depth perception, hearing, and sense of touch.

X: NOTIFICATION AND EMPLOYEE ACKNOWLEDGEMENT

This job description is provided to you as the primary source of information and immediate reference for the City's expectations regarding the position you currently occupy. This document is subject to unilateral change by the City at any time, without prior notification. It is not a contract and does not alter the employment-at-will relationship the City maintains between its employees and itself. Employment-at-will means an employee may resign from his/her position at any time, with or without cause. The City has similar rights to terminate the employment relationship. This document replaces any existing job

description(s).

I have reviewed a copy of the _____ job description and understand it covers the City's expectations for my work. I also understand this document replaces any previous job description(s) and acknowledge management's exclusive right to make any changes to it. I agree this job description is a complete and accurate representation of the work I currently perform.

Employee's Signature _____ Date _____

XI. REASONABLE ACCOMMODATIONS STATEMENT

The City of Stewartville is committed to promoting equal opportunity for all of its employees and applicants for employment. The City affirmatively acknowledges its obligation to comply with the American with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). Every reasonable effort will be made to provide an accessible work place and offer other accommodations to qualified individuals. Reasonable accommodations will be explored and determined on a case-by-case basis, generally after the individual concerned initiates a dialogue with the appropriate department head or city administrator.

For more information, please contact the City Administrator



2026 Employee Benefits Summary

MEDICAL INSURANCE – Blue Cross Blue Shield (based on individual recipients' prices)

Plan Option	Monthly Premium	City Contribution	Employee Cost	City Monthly Contribution to HSA	Employee Monthly Contribution to HSA
\$3,050/\$6,100 High Deductible w/HSA					
Employee	674.01– 2,271.92	674.01– 2,271.92	0	165.21	88.96
Actual rates for Employee + Children, Employee + Spouse and Family vary based on ages of individuals covered. The information below is for example-only. *Ask for your specific premium*					
Employee (A50) + Children	2,701.00	2,025.43	675.57	330.42	177.92
Employee (A50) + Spouse (A50)	2,705.00	2,028.84	676.16	330.42	177.92
Family	3,920.68	2,940.51	980.17	330.42	177.92
Coverage is effective the date of hire for benefit eligible employees.					

DENTAL INSURANCE – Delta Dental

Plan Option	Monthly Premium	City Contribution	Employee Cost
Employee	42.28	42.28	0
Employee + SP	81.08	60.81	20.27
Employee + CH	98.43	73.82	24.61
Family	154.48	115.86	38.62
Coverage is effective the first day of the month following date of hire for benefit eligible employees.			

LIFE INSURANCE – Mutual of Omaha

The City provides Basic Term Life Insurance in the amount of \$25,000 to all benefit eligible employees. This benefit includes a matching amount of Accidental Death & Dismemberment. Employee's coverage begins on the first day of employment.
--

MN PAID LEAVE – State of Minnesota

MN Paid Leave Benefits will be available to care for your own serious health condition or to care for a family member. Generally, conditions must last more than 7 days and be certified by a healthcare provider or other professional. An employee may qualify to take up to 12 weeks of family or medical leave per benefit year. If an employee needs both family and medical leave in the same benefit year, they may qualify for up to 20 weeks in total or until Long-Term Disability Benefits commence (after 20 weeks).

All regular full and part-time employees are covered in the MN Paid Leave program if you've been paid a minimum amount for work in MN in the last year (\$3,900 for 2026). The MN Paid Leave program will pay up to 90% of your wages, based on your income level, with a maximum weekly amount of \$1,423 for 2026 and will change annually.

The City pays 50% of the premium with 50% of the cost to the employee. This equals the City paying .44% of the employee's salary and the employee paying the other .44%.

LONG-TERM DISABILITY – Mutual of Omaha

Long-Term Disability pays you while you recover from a covered illness or accident. Benefits begin 90 days after suffering a covered illness or injury and are payable up to your normal retirement age, as defined by Social Security. The benefit to the employee is 60% of the employee's current salary.

The City pays 100% of the premium with no cost to the employee.

PERA – Public Employees Retirement Association

Participation in PERA is mandatory for most employees. Contributions begin immediately. Employees are fully vested after 3 years of service (after 5 years for employees hired between 7/1/2010 and 6/30/2023)

LMC Contribution	Employee Contribution
7.50% gross salary	6.50% gross salary

No age limitation

DIRECT DEPOSIT

Employees are required to have their paychecks directly deposited into the bank of their choice. Employees will receive an earnings statement showing gross salary, taxes, other deductions and net pay.

DEFERRED COMPENSATION

Employees have the opportunity to enroll in deferred compensation via payroll deductions through ICMA (International City/County Management Association Retirement Trust). Employees may enroll at any time throughout the year.

PTO – PERSONAL TIME OFF

Years of Service	Accrual per Pay Period	Days per Year*
0-1	6 hours	17.33 days
Beginning 2-5	7 hours	20.22 days
Beginning 6-10	8 hours	23.11 days
Beginning 11-15	9 hours	26.00 days
Beginning 16-20	10 hours	28.88 days
Beginning 20+	11 hours	31.78 days

*This is calculated using a 9 hour day.

Part-time employees working at least 30 hrs/wk will accrue vacation on a pro-rata basis of full-time employees.

Hours accrued shall not exceed 720 hours at the end of the last pay period December. Any hours over 720 will be lost after the last pay period in December.

Participants who have used at least 40 hours of PTO in a Calendar year shall have the option to sell back up to 40 hours of unused PTO two times a year at the end of the last pay period in June and December so long as the balance does not go below 80 hours.

HOLIDAYS

12 paid holidays per year as listed below. In the case of a holiday falling on a Saturday, the preceding Friday will be the observed holiday, and in the case of a holiday falling on a Sunday, the following Monday will be the observed holiday.

New Year's Day	Veterans Day
Martin Luther King Day Observed	Thanksgiving Day
President's Day	Friday After Thanksgiving
Memorial Day Observed	½ Day Christmas Eve
Juneteenth	Christmas Day
Independence Day	½ Day New Year's Eve
Labor Day	

CLOTHING ALLOWANCE

Permanent full-time and part-time employees working at least 30 hrs/wk will be eligible to purchase work related clothing. An annual allowance is granted. Permanent part-time benefits are pro-rated.

Public Works Employees	Other Staff
\$600 per year	\$275 per year

UNION DUES

Public Works employees belong to the I.U.O.E union. Monthly union dues are paid by the employee through monthly payroll deductions.

Union Dues (as of January 2026)
\$35.00 per month + working dues equal to ½% of the employee's regular hourly wage for all hours worked up to 40 hours per week

All benefits are reviewed by Council and can be changed by formal action.



www.stewartvillemn.com

We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

GENERAL INFORMATION

Position: Community Development Coordinator
Due Date: December 22, 2025

Date Available to Start: _____

Last Name:	First Name:		MI	
Street Address:	City	State	Zip:	Cell No.

E-MAIL ADDRESS: _____

Are you over 18 years of age? Yes ____ No ____

Are you willing to work overtime if required: Yes ____ No ____

Are you a United States Citizen? Yes ____ No ____

Education /Training

High School Graduate: _____ GED: _____ College: _____

School Name & Address	Diploma, Degree, Certificate of Credits Earned	Major
High School/GED		
College or University		
Graduate School		
Technical		

List any correspondence courses, special courses, seminars, workshops, and/or training programs you have attended, or registrations, licenses, or certificates you have that might relate to this position.
Please review the job description before responding.

Driver's License Information

Do you have a valid driver's license? Yes _____ No _____

Driver's License No: _____

State of Issuance: _____ Class: _____ Expiration: _____

Have you had any moving violations in the last five (5) years? Yes No

If yes, please explain: _____

Computer Experience

List any computer software you can operate proficiently:

Labor and Skilled Trade Positions Only

Apprenticeship(s): _____

List all machines and equipment that you have experience operating: _____

Employment History

Experience and training rating are determined by this information. Please be complete. List most recent employers first. (Use additional sheets if necessary).

Present or Last Employer:			
Address:		City	State Zip
Supervisor Title & Name		Phone # ()	May we Contact? Yes No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:				
Address:		City		State Zip
Supervisor Title & Name		Phone # ()		May we Contact? Yes No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage	
Reason for Leaving:				
Specific Duties:				

Present or Last Employer:				
Address:		City		State Zip
Supervisor Title & Name		Phone # ()		May we Contact? Yes No
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage	
Reason for Leaving:				
Specific Duties:				

Supervision

Have you ever supervised people? Yes ____ No ____

Company Name(s) _____

Check the functions you have performed as a supervisor:

____ Interviewed Candidates ____ Conducted Performance Evaluations ____ Disciplined Employees
____ Hired/Recommended for Hire ____ Recommended Salary Adjustments ____ Terminated Employees
____ Established Objectives

Military Experience

Complete this section only if you served in the U.S. Armed Forces.

Describe your duties and any special training:	Branch of Service	Period of Active Duty From To
	Rank at Discharge	Type of Discharge
	Date of Final Discharge	

Volunteer/Unsalariated Experience

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. ()	
Dates of Participation		Hours Per Week	
Skills Learned			

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. ()	
Dates of Participation		Hours Per Week	
Skills Learned			

Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City: Yes____ No ____

If yes, please describe the nature of the accommodation: _____

Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You
------	---------------------

Personal References (Not former employees or relatives)

Name & Occupation	Email Address	Phone Number

Tennessen Warning

I. Personnel Data

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statutes in the Act. Under section 13.43, all personnel data is considered private data on individuals, unless there is a classification that makes the data public.

Section 34.43 provides that the following data on current and former employees is public: name; actual gross salary; salary range, contract fees; actual gross pensions, the value and nature of employer paid fringe benefits; the basis for any added remuneration; job title; job description; education and training background; previous work experience; date of first and last employment; existence and status of any complaints for charges against the employee; the final disposition of any disciplinary action together with the specific reasons and data documenting the basis of the action; the terms of any agreement settling a dispute arising out of the employment relationship; work location; work telephone number; badge number; honors and awards; and payroll time sheets.

Personnel data which is not public is classified as private. Private personnel data is not accessible to the public, but is accessible to the individual subject of the data. Minn. Stat. 13.02, subd. 12.

An employee's home address, spouse/dependent names, and individual medical history are private personnel data. MN Stat. 13.43, subd. 4,

1. Social Security Numbers

An employee's social security number is private personnel data. MN Stat. 13.49, subd. 1. Social security numbers of an employee's spouse and dependents are also private.

In addition, there are federal laws pertaining to social security numbers. No federal, state or local government entity can lawfully deny an individual any right, benefit, or privilege provided by law if that individual refuses to disclose her/his social security number, unless the collection is for the administration of any tax, general public assistance, or driver's license or motor vehicle registration. When asked to provide her/his social security number, an individual must be informed of the uses to which the number will be put, and whether the disclosure is voluntary or mandatory. Public law 93-597, Section 7; 42 U.S.C. 405(2)(c)(I) and (iii).

II. Collection of Private and Confidential Personnel Data

An employee asked to supply private or confidential data must be informed of the reason for collecting such data and the intended use of the data. MN Stat. 13.04, subd. 2.

The purpose of this notice - called a Tennessen Warning - is to enable the individual to make an informed decision as to whether she/he wishes to provide the requested information to the government entity. It essentially serves as a privacy protection, whereby the individual may protect her/his privacy by deciding not to provide the data to the government. MN Dept. of Admin., Advisory Opinion 98-003.

An employer may still require an employee to provide private information as a condition of employment or of receiving certain benefits. The law is established only to guarantee informed choice, not to eliminate an employer's right to collect private or confidential information.

A. Tennessen Warning

An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the ... political subdivision...; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequences arising from supplying or refusing to supply private or confidential data; and (d) the identity of other person or entities authorized by state or federal law to receive the data. MN Stat. 13.04, subd. 2.

By copy of this notice I have been advised of my right to refuse to provide certain confidential information and acknowledge receipt of the Tension Warning.

Signature

Date



www.stewartvillemn.com

AFFIRMATIVE ACTION (Voluntary Information)

Completion of this information is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to employ with requirements regarding government recording keeping, reporting, and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated!

Please be advised that this survey is not a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please Print

Name: _____ Phone: _____

Address: _____

Position Applied For: _____ Date: _____

Referral Source: ☐ Walk-in ☐ Employment Agency ☐ Post-Bulletin ☐ Star ☐ Tribune/Pioneer Press
☐ Relative ☐ School ☐ Other

Sex: ☐ Male ☐ Female Age Group ☐ 16-25 ☐ 26-39 ☐ 40+

Please check one of the following Equal Employment Opportunity Identification Groups:

☐ White (not of Hispanic origin) ☐ Black (not of Hispanic origin) ☐ Hispanic
☐ American Indian/Alaskan Native ☐ Asian/Pacific Islander ☐ Other

For Administrative Use Only:

Position(s) Applied For: ☐ Available ☐ Not Available

Hired: ☐ No ☐ Yes, Position _____

From the EEO job classification listed below, which one best describes the position filled: ☐ Officials/Manager
☐ Office and Clerical Worker ☐ Laborer (unskilled)
☐ Professional ☐ Operators (semi-skilled)

Notes: _____

Completed by: _____ Date: _____



www.stewartvillemn.com

City of Stewartville

Request for Background Screening Information

Background Screening May Include (but not limited to):

*Civil & Criminal Record Check

*Driver's License Check

*Outstanding Warrants

Requested Information (please print)

1. Applicants Name: _____

2. Address: _____

3. Driver's License, State Identification or Military ID: _____

4. Date of Birth: _____ 5. Phone # _____

6. Sex: M___ F___ 7. Maiden Name: _____

8. Prior Addresses: _____

Release Information to:

I, the undersigned do hereby authorize the City of Stewartville to conduct a background screening as permitted by law.

Signature

Date

Please attach a copy of your Driver's License