

JOB DESCRIPTION

- Title:** Iron Range Brownfields Program Administrator
- Rate of Pay:** To be determined based on education and experience
- Reports to:** CIRI Board and City of Chisholm Administrator, Mark Casey.

Responsibilities:

1. EPA Brownfields Assessment Grant Administration – These items are under the oversight of the CIRI Chair and Board but also must be approved by the City of Chisholm Administrator (Mark Casey):
 1. Prepare and fully execute Memorandum of Agreement with Coalition Communities.
 2. Prepare EPA Work plan
 3. Execute final Cooperative Agreement with EPA
 4. Prepare Quarterly Reports
 5. Identify the number of eligible sites
 6. Prepare eligibility Determinations on inventoried sites in cooperation with legal counsel.
 7. Retain Consultants
 8. Project Manage consultant schedules and deliverables for each selected site.
 9. Prepare and schedule public outreach activities as required by the grant including CIRI and local public meetings as may be required from time to time.
 10. Attend the Brownfield Conference in the Fall of 2011.
2. Continued Development of the Iron Range Brownfields program:
 1. In cooperation with CIRI members and the consulting team, schedule and attend council meetings for the coalition communities to gain support for the continuation of the programs activities
 2. Oversee the continued development and updates to, the Iron Range Brownfields Website.
 3. Administer the Iron Range Brownfield GIS Inventory.
 4. Continued Grant writing.
 5. Preparation of a long term financial plan.

Work Schedule: Self directed but not more than 40 hours per week.

Minimum Qualifications:

1. B.S. or M.S. degree Public Administration, Finance or related field and / or experience with public administration, finance, economic development.
2. Familiar with EPA, MPCA, OSHA, MSHA, MNDOT, MNOPS, MDH and other regulatory agencies relevant to brownfield development.

3. Computer literacy.
4. Must have ability to organize, make decisions, and communicate with individuals both inside and outside the program.
5. Must be able to define problems, collect data, establish facts, accurately report findings in a clear, concise manner.

Work Environment:

1. Home office.
2. Must supply own computer.
3. Must have vehicle and current, valid MN Driver's License.