



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

Community Development Planner Position Profile

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is looking for a community development planner to develop and manage projects with cities, counties and other organizations in the five-county UMVRDC region of Big Stone, Swift, Lac qui Parle, Chippewa and Yellow Medicine Counties.

Successful candidates will be able to demonstrate experience or capacity in the following core skill areas:

1. Strong oral and written communications skills, including those related to collaboration, influencing, relationship building and strategic integrative thinking.
2. Ability to work independently and as a multi-disciplinary team of 2-4 other planners.
3. Ability to research, compile and analyze data and present results clearly and effectively.
4. Strong grant writing and administration ability or experience.
5. Strong computer based skills. Additional consideration provided for experience with: Access, SPSS; GIS mapping and analysis; web development and/or editing.
6. Passion for providing excellent customer service.
7. Ability to coordinate and facilitate meetings and public hearings by setting agendas, public notifications, etc.
8. Ability to multi-task and balance multiple projects at once.
9. Ability to draft contracts and proposals.
10. Ability to market RDC services and develop contracts to support RDC services.

The Position

Primary responsibilities will include working in the following areas:

- Development of County Hazard Mitigation Plans
- Development of Safe Routes to School Plans
- Updating community zoning ordinances

All UMVRDC planners share the following responsibilities:

- Develop contract for services
- Establish and implement annual goals, strategies for the agency and community/economic development program.
- Regularly report program progress to individual local units of government, regional development commission board, and other local committees as determined.
- Work with local and state government staff and other professionals in developing and implementing projects.

Other work areas will be assigned and may include the following areas:

- Grant writing

- GIS
- Community strategic planning
- Capital improvement planning
- Environmental reviews
- Comprehensive planning and plan updates
- Telecommunication/broadband planning
- Business retention and expansion processes
- Community finance methods
- Loan fund management
- MN DEED Small Cities Development Program grant writing and administration
- USDA Rural Development grant writing and administration
- Survey development and analysis
- Renewable energy project development
- Transportation planning

Timeframe

The position is available starting immediately.

Job offers are not final until receiving the UMRDC Board of Commissioners approval.

What We Do

Our Mission: Enable the region to thrive through assisting local governments

In 1973 the Upper Minnesota Valley Regional Development Commission was organized by local elected officials as authorized by the MN Regional Development Act of 1969. Its purpose according to the legislation is:

“to facilitate inter-governmental cooperation and to ensure the harmonious coordination of state, federal, and local comprehensive planning and development programs for the solution of economic, social, physical, and governmental problems of the state and its citizens.”

The UMRDC has professional planners that help units of government in our region get projects done. Through assistance with planning, grant writing and grant management, our staff is here to assist the public sector. We are experts when it comes to working with local, state and federal funding sources including grants, low interest loans and other assistance programs.

Our staff successfully secures financing for the following projects:

- Public Infrastructure (Transportation, Broadband, Water/Sewer/Wastewater)
- Downtown Revitalization
- Business Retention & Expansion (BRE) Efforts
- Industrial Development & Business Parks
- Hazard Mitigation Planning
- Parks, Trails & Other Outdoor Recreation
- Small Cities Development Community Development Block Grants used for:
 - Commercial Rehab
 - Homeowner Rehab
 - Rental Rehab
 - Community Facilities
 - Infrastructure

In Addition We Provide the Following Services:

- Grant Management (compliance with local, state & federal regulations)
- Planning (Community Development, Comprehensive Plans & Ordinances)
- Environmental Reviews
- Economic Development Marketing
- Website development

UMVRDC Core Values

“Core values and core purposes are essential for enduring greatness...build them into your organization & preserve over time” (Good to Great, Collins, 2001)

- Commission leadership
- Staff is accountable to and driven by the Board and the units of government in this region
- Leadership and assistance
- Agency’s role is to assist, guide, facilitate projects and programs for units of government in this region
- Integrity
- Respectful, open & transparent
- Progressive thought & action
- Moving forward, proactive and innovative
- Value all of our communities
- Quality service
- Striving for excellence in work and/or products
- Collaboration and cooperation
- To work together as a team toward a common cause
- Value the region’s lifestyle and all it has to offer
- Stewardship
- Pride in the agency’s abilities and capabilities

Who We Are

The Commission is a governing board made up of elected officials from counties, townships, cities, school districts and special interest groups.

Currently there are 8 full time staff.

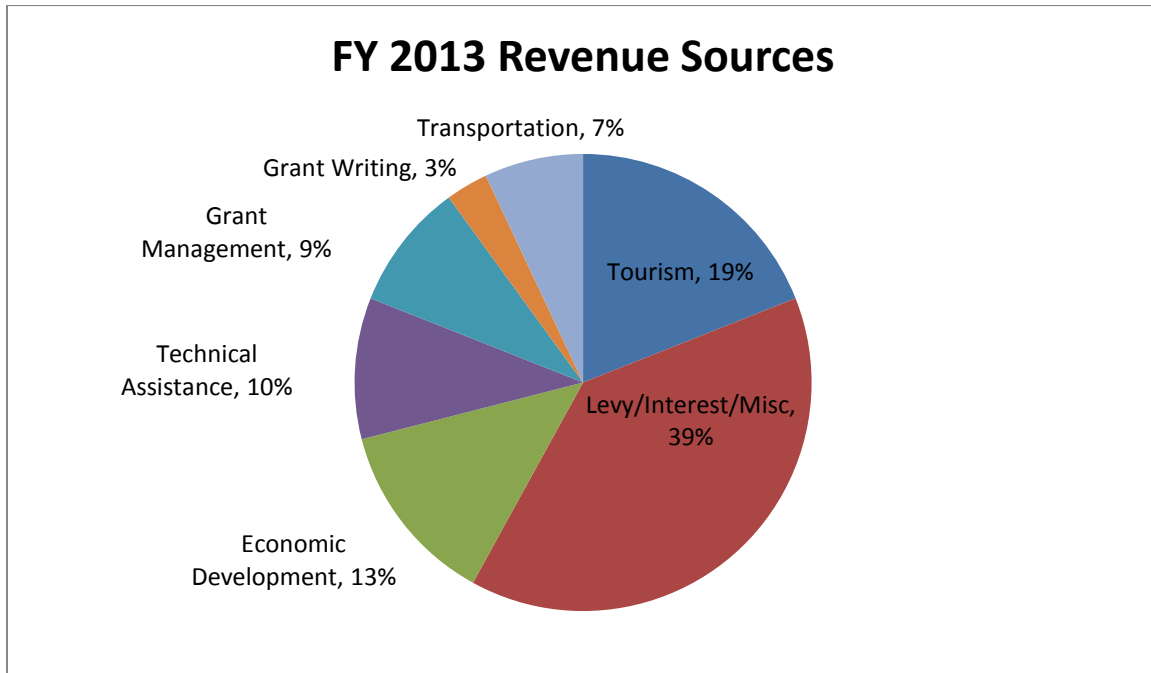
- 1 Executive Director
- 1 Financial Officer
- 1 Financial Assistant/Grants Manager
- 2 Senior Community Development Planners
- 1 Tourism Planner & Communications Specialist
- 1 Community Development/Transportation Planner
- 1 Administrative Assistant

The new community development planner will work in a team environment under the direction of two senior planners and the executive director.

How We Are Funded

The UMVRDC has local levy authority. Levy dollar are used for overhead, management costs of the agency and board, and match for projects and programs undertaken.

Staff are responsible for the development of contracts and grants to maintain the agency budget and staff positions.



Office Environment

Staff travel frequently to meetings and events. Two agency vehicles are provided for their use.

Individual offices are provided with the exception of clerical staff.

Staff work individually and as part of a team of planners to develop and complete projects.

Flexible work hours and compensatory time when attending night meetings provide an accommodating work schedule.

Background & Experience

Related 4-year degree in community development, planning, urban studies/design, public administration, environmental studies, economics or a related field or at least six years experience in the previous fields required.

Night meetings and overnight stays are necessary in this position.

Must have valid drivers license.

All finalists considered will be subject to a criminal background check.

Salary & Benefits

Starting salary \$39,000, depending on experience.

Benefits include full single health insurance high deductible plan (\$3,000 single/\$6,000 family maximum), 50% family coverage, full single dental, agency funded health savings account (\$1,500 in 2013), life, flexible benefits plan, deferred compensation plan, PERA.

Timing

The review of applications begins July 1. This position will remain open until filled.

To Apply

Send application, copies of college transcripts, and cover letter highlighting three things you can bring to the UMRDC Community Development Team to:

Executive Director
323 West Schlieman Avenue
Appleton, MN 56208
320-289-1981 dawn.hegland@umvrdc.org

Application and detailed job description online at www.umvrdc.org