



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 an entry level transportation/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. This position works on broad and diverse projects that have a regional scope as well as some projects with a high level of detail.

The Position

Work areas include initiating, developing and managing projects for local governments in the following areas:

- Community strategic planning
- Capital improvement planning
- Environmental reviews
- Comprehensive planning and plan updates
- Zoning ordinance development
- Telecommunication/broadband planning
- MN DEED Small Cities Development Program grant writing and administration
- Hazard mitigation planning
- Renewable energy project development and grant writing
- GIS and mapping support

Primary responsibilities (50-75%) will be regional transportation planning and will include the following areas:

- Assist with statewide transportation projects and plans as determined by MnDOT.
- Participate in the development of the Area Transportation Improvement Program for MnDOT Districts 4 & 8.
- Complete transportation planning projects or studies for the region that promote a seamless transportation network.
- Review and process functional classification change requests in coordination with the local road authority and the MnDOT District State Aid Engineer.
- Communicate with MnDOT; RDC staff, boards and committees; local officials and staff; and the general public on a broad range of transportation related issues.
- Meet and coordinate with MnDOT and peer transportation planners to enhance planning and provide regional input for state projects and projects considered for federal funding.
- Provide professional assistance to local units of government on local and regional transportation issues.
- Work with communities and schools developing and implementing Safe Routes to School Plans.
- Promote and develop active transportation strategies for cities, counties, and schools.

The position is available starting immediately.

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 9 other full time staff.

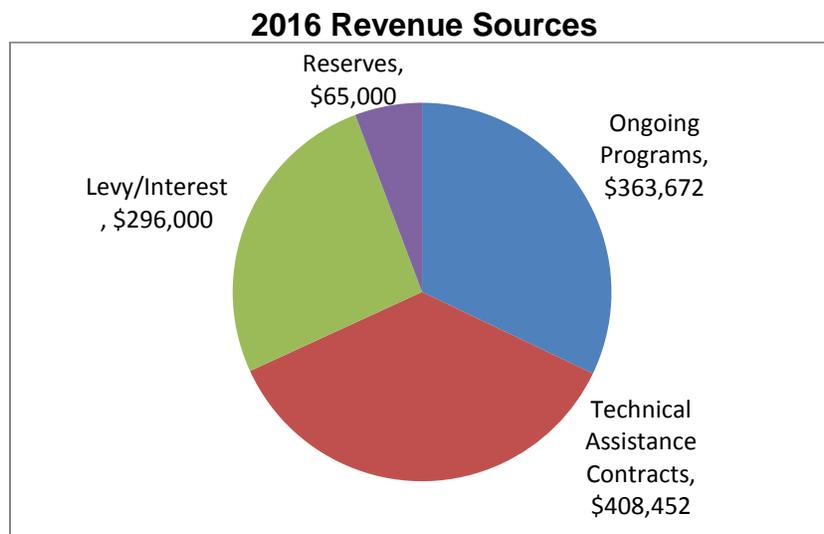
- 1 Executive Director
- 1 Financial Officer
- 1 Asst. Finance Officer
- 1 Loan Officer
- 2 Senior Community Development Planners
- 1 Community Development Planners
- 1 Tourism Planner & Communications Specialist
- 1 Administrative Assistant

The new community development planner will work with and under the direction of two senior planners and the executive director.

How We Are Funded

The UMRDC 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, transportation planning, geography, urban studies/design, public administration, environmental studies, economics or a related field or at least six years experience in the previous fields or a combination of both **required**.

Night meetings and overnight travel is necessary.

Must have valid drivers license.

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

Salary & Benefits

Starting salary \$41,600.

Benefits include full single health insurance high deductible plan (\$3,200 single/\$6,400 family maximum), 50% family coverage, full single dental, agency contributions to HSA account (\$1,600 in 2016), life, flexible benefits plan, deferred compensation plan, PERA.

Timing

The review of applications begins March 18. 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