



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

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

## Job Description

**Job Title: Planner**

**Department: Community Development**

**Reports To: Executive Director, Division Director, Sr Planners**

**FLSA Status: Exempt**

**Level of Responsibility: 4**

**Pay Equity Points: 267**

**Prepared By: Dawn Hegland**

**Prepared Date: 7-6-11**

### Summary

The Upper Minnesota Valley Regional Development Commission (UMVRDC) is a public agency that works for local governments and regional partners to provide planning tools and assistance to enhance our region. Basic responsibilities include project management; regional planning; grant writing and administration; community vision and strategic planning; ordinance writing; presentations and meeting facilitation.

A board of city, county and township elected officials governs the UMVRDC. This board meets monthly to guide and direct the work of the agency and all staff.

**Essential Duties and Responsibilities.** Illustrative only, other duties may be assigned.

Manages specific projects under the supervision of a division director and/or a senior planner and reports findings and recommendations.

Works with public officials, planning staff members and organizations, recommends program needs to division director and/or senior planner.

Attend RDC Board meetings, provide staff support to RDC sub-committees.

Participate in RDC staff functions such as staff meetings, retreats, training sessions, etc.

Write or assist in the writing of project proposals.

Lead specific projects as assigned to completion.

Write reports as required.

Provide technical assistance to local units of government in areas such as grant writing, strategic planning, etc.

Prepare information on projects and issues for annual reports, newsletters, and news releases.

Give public presentations regarding projects.

Respond to requests for information. Pursue opportunities and disseminate information to the public and government officials.

Pursue professional development to further the skills needed for UMRDC job responsibilities.

Use strong oral and written communication to collaborate, influence, and build relationships.

Work independently and as a multi-disciplinary team of 2-4 other planners.

Research, compile and analyze data and present results clearly and effectively.

Coordinate and facilitate meetings and public hearings by setting agendas, securing speakers and locations, completing public notifications, etc.

Multi-task and balance multiple projects at once.

Market RDC services and develop contracts to support the UMRDC.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Organizer – Builds positive relationships within the region; Exhibits confidence and leadership in developing and implementing their work; Effectively influences actions and opinions of others.

Marketing- Promotes the services of the UMRDC, contributes to agency revenue by developing and securing contracts.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Demonstrates attention to detail.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Generated creative solutions; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Related bachelor's degree (B. A.) from four-year college or university; or six years related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions.

### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

### **Computer Skills**

To perform this job successfully, an individual should have strong working knowledge of Microsoft Excel, Word, Powerpoint. Strong internet based skills for research, utilization of online forms and communication. Experience with ArcGIS software preferred.

### **Certificates, Licenses, Registrations**

Valid driver's license

### **Other Qualifications**

Must be able to:

- drive to attend meetings,
- attend night meetings regularly, and
- attend work functions where some overnight stay is required.

### **Physical Demands**

The physical demands described here 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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The UMRDC is a small office of less than 10 professional staff in a flexible, family friendly environment.

The noise level in the work environment is usually quiet. Individual offices are provided. Common space is available for meetings and group interactions

### **Other**

The UMRDC and employees have an employee relationship known as employment-at-will. This means that either the UMRDC or an employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract of employment.

I acknowledge that I have read and reviewed this job description.

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Employee Acknowledgement

\_\_\_\_\_  
Date