



Classification: Community Development Specialist

Reports to: Executive Director, Planning Director, Sr Community Development Specialist **Grade: 5**

Supervises: May direct the work of staff, interns or a consultant **FLSA Classification:** Exempt

Position Summary

This position is responsible for project management; regional planning; grant writing and administration; community vision and strategic planning; ordinance writing; presentations and meeting facilitation. This position may oversee one or more distinct ongoing programs at the UMRDC (EDA, Transportation) and/or work on a variety of specific contractual projects for local units of government.

Essential Duties and Responsibilities

Specific to Program Assignment

- Manages specific programs according to defined requirements in a grant award, contract or as defined by the UMRDC. Examples of such programs include the MnDOT Transportation Planning grant, EDA Planning Grant.

General Duties and Responsibilities for the UMRDC

- Manages specific projects under the supervision of a division director and/or a senior planner and reports findings and recommendations.
- Leads specific projects as assigned to completion.
- Participates in RDC staff functions such as staff meetings, retreats, training sessions, etc.
- Writes or assists in the writing of project proposals.
- Secures or assists to secure contracts.
- Writes reports as required.
- Coordinates and facilitates meetings and public hearings by setting agendas, securing speakers and locations, completing public notifications, etc.
- Gives public presentations regarding projects.
- Responds to requests for information. Pursue opportunities and disseminate information to the public and government officials.
- Provides technical assistance to local units of government in areas such as grant writing, strategic planning, etc.
- Represents the RDC at local, state, or regional planning meetings and functions.
- Works with public officials, planning staff members and organizations, recommends program needs to division director and/or senior planner.
- Prepares agendas, staff reports and recommendations for Board or Committee meetings.
- Pursues 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 analyzes data and present results clearly and effectively.
- Able to multi-task and balance multiple projects at once.
- Performs other duties as necessary.

Qualifications

Education: Related bachelor's degree (B. A.) from four-year college or university in community development, planning, economic development, public administration or related degree. Will consider unrelated degree with 4 years related experience.

Requirements:

- Valid MN driver's license
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Physical Demands and Working Conditions

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. While performing the duties of this job, the employee is required to:

- Frequently remain in a stationary position and regularly move within the building to attend meetings and access files and office machinery.
- Regularly operate computers and other office equipment, such as a copy machine, printer, and telephone.
- Occasionally lift, move and/or transport items weighing up to 50 pounds.
- Ability to drive to multiple locations.

Equipment Utilized

- General office equipment, computer, telephone.
- Vehicular transport

Competencies

Communication

- Respond to internal and external requests for information, ideas, solutions after seeking guidance and input from peers.
- Market the RDC within their own program areas of expertise.
- Develop proposals under the guidance of a senior planner or division director.
- Develops relationships with targeted external stakeholders relevant to their program areas of expertise.
- Creates complex documents.

Problem Solving

- Comprehensive decision-making skills determined by specific area of assignment.
- Gather, analyze, and interpret information, separates relevant information, identify relevant questions, and seeks advice regarding results and recommendations.
- Identify problems and recommend solutions.
- Develop budgets and workplans under the guidance of a senior planner or division director.
- Manage their own budgets.

Knowledge/Initiative

- Possesses and applies knowledge of applicable techniques, procedures, and processes in assigned program areas and seek guidance and context from experienced team members.
- Active participants in discussions regarding operations and organizational goals.
- Starting to learn to find opportunities to expand programs and develop proposals for contract development.
- May lead one or more projects/programs.

Date Updated May 2022