



Upper Minnesota Valley
REGIONAL DEVELOPMENT COMMISSION
Helping Communities Prosper

Program Assistant Job Summary

Full Time Hourly Position

Join a growing 5-county agency located in Appleton, MN. Work on exciting and diverse projects with a team of other professionals. Opportunities for growth! Degree or experience required in one or more of the following areas: graphic design, public relations, marketing, communication, business administration, administrative support. \$18/hour + DOE, great benefits. \$1,000 signing incentive. Application at www.umvrdc.org EOE

Job Purpose

A large part of this job is to assist with marketing and communication for programs of the UMRDC. This includes: Western Minnesota Prairie Waters; Minnesota River Valley Scenic Byway; Meander Art Crawl; UMRDC's Revolving Loan Fund; UMRDC agency marketing; and various other community development plans and projects.

Other tasks will include assisting with grant management and a variety of administrative tasks including filing, creating and editing documents, and other duties as requested.

General skills and competencies are outlined in the job description.

Specific duties and responsibilities are outlined in the workplan.

Timeframe

The position is available starting immediately.

Salary & Benefits

Starting hourly wage \$18/hour +, depending on experience. The review of applications begins immediately. This position will remain open until filled.

Benefits include full single health insurance high deductible plan, 50% family coverage, full single dental, agency funded health savings account, life, flexible benefits plan, deferred compensation plan, PERA.

To Apply

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

UMVRDC Agency Profile

For a comprehensive look at our agency review our website at www.umvrdc.org

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 UMVRDC has professional staff that help units of government with assistance in planning, grant writing and grant management. 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)
- Regional marketing and promotion
- Hazard mitigation planning
- Parks, trails & other outdoor recreation
- Grants used for:
 - Commercial rehabilitation
 - Homeowner rehabilitation
 - Rental rehabilitation
 - 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
- 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 the following full-time staff.

- 1 Executive Director
- 1 Finance Officer
- 2 Senior Community Development Planners
- 2 Community Development Planners
- 1 Administrative Assistant

New employees will work in a team environment under the direction of planners, 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.

Most of our revenue come from contracts with local units of government or agencies. Staff are responsible for the development of contracts and grants to maintain the agency budget and staff positions.

For a review of the agency budget review the UMRDC Annual Report found at <http://umvrdc.org/who-we-are/umvrdc-newsletter/>

Office Environment

Staff travel frequently to meetings and events. Two agency vehicles are provided for their use. Occasionally employees may need to use their own vehicle if all agency vehicles are in use.

Individual offices are provided for most 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.

Job Description

Job Title(s): Program Assistant, Development Assistant, Project Specialist, Community Development Assistant, Communications Assistant, Planner Assistant

Job Class: Planner Assistant

Department: Community Development

Reports To: Executive Director, Division Director, Sr Planner, Planner

FLSA Status: Non-Exempt

Level of Responsibility: 5

Pay Equity Points: 238

Prepared By: Dawn Hegland

Prepared Date: 8-20-18

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. 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.

Level of Responsibility

An employee in this class is responsible for assisting with technical and professional work in one or more program areas such as housing, community development, financial, grants administration, grant writing, marketing/communications, economic development or transportation. Duties are performed under the supervision of a planner, sr. planner or division director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies 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.

Essential Duties and Responsibilities.

Specific areas are defined in the attached workplan. That list is illustrative only, other duties may be assigned.

Supervisory Responsibilities

This position 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.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

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 - Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

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

Customer Service - 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.

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

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - 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.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; 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.

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

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; 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.

Education and/or Experience

A related associate degree or equivalent from two-year college or technical school; or four years related experience and/or training; or equivalent combination of education and experience required.

Language Skills

Fluency in English language sufficient to communicate effectively with internal/external stakeholders and public both verbally and in writing.

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 public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Database software; Design software; Internet software; Spreadsheet software and Word Processing software.

Required Certificates, Licenses, Registrations

Valid Class D Minnesota Driver's License.

Other requirements

Must be able to:

- drive to attend meetings using agency or personal vehicle,
- attend night meetings regularly, and
- attend work functions where some overnight stay is required.

Physical Demands

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; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The

employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. 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, distance vision, color vision and ability to adjust focus.

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 office space is 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.

Program Assistant Workplan

September 2018

This list is illustrative only and is relevant at the date of hire. Duties and responsibilities may change at the discretion of the executive director.

Essential Duties and Responsibilities:

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

1. Strong oral and written communication skills.
2. Understanding of and experience with communication disciplines such as public relations, advertising, marketing and graphic design.
3. Strong proficiency in Adobe Creative Suite (InDesign and Illustrator, Photoshop) Microsoft Office Suite, and various social media and multi-media platforms required.
4. Ability to work independently and as a multi-disciplinary team of 2-4 other planners.
5. Ability to research, compile and analyze data and present results clearly and effectively for presentations, reports and online use.
6. Ability to create professional technical written documents.
7. Strong attention to detail.
8. Ability to develop strong relationships with key partners, both internal and external.
9. Commitment to continuous education.
10. Ability to contribute creative designs and solutions.
11. Excellent initiative and problem solving.
12. Strong customer service skills.
13. Self-organized and able to manage multiple project deadlines and production schedules.
14. Valid MN driver's license.
15. Some travel and night meetings required.

Areas of Responsibility:

Prairie Waters Marketing 25% Full time Equivalent (FTE)

Work with the UMRDC communications coordinator on the following tasks.

- Design ads using Adobe Creative Suite
- Assist with design and editorial for print and online publications (visitors guide, website, etc.)
- Coordinate ad schedules and rates with marketing outlets
- Post on social media
- Update content on website
- Research and report on potential advertisement outlets

- Assist with tracking advertisers billing/invoicing
- Assist with Get Rural campaign development
- Edit and manage extensive photography and video library
- Assist with annual event planning
- Interview residents, event attendees, business leaders to collect and develop stories and editorial
- Assist with sales calls for potential advertisers or project sponsors for coop ads, Meander sponsorships and possible event planning. Able to work with SMTA guide, Byway visitor's guide, PW visitor's guide, tear map with both idea generation and sales. Follow up with sales projects.
- Send out brochures and other program materials.
- Manage bulk mail projects.
- Assist with tourism board and committee meetings
- Assist with managing project budgets
- Assist with tracking new and updated local information that is promoted through the Prairie Waters program

UMVRDC Communications 25% FTE

Work with the UMVRDC communications coordinator and administrative assistant on the following tasks.

- Assist with newsletter schedule, design, writing and editing content
- Post on social media
- Updating website content
- Assist with content for constant contact blasts
- Assist with annual report design, layout and editing
- Develop and disseminate press releases
- Assist with creation and editing of flyers and brochures
- Assist with the development of project case studies
- Assist with integrating new technology practices throughout agency.

OTHER Projects 50% FTE

Meander

- Assist with layout of brochure
- Assist with sponsor sales
- Design and implement ad campaign

Grants management assistance:

- Gather and organize project files
- Assist with contractor payroll
- Assist with conducting contractor meetings
- External communication with agency partners
- Review documents for required information based off program checklists. Follow up with other employees and clients to complete any missing data.

Provide general office support in the following areas.

- Create infographics for various projects and presentations
- Proofread and edit documents for design, style and general accuracy.
- Develop and analyze surveys.
- Research and organize data and create tables, charts, graphics.
- Plan, prepare and assist with conferences and meetings. Create agendas, organize and send mailings and take notes during meetings.
- Prepare and assist Admin Asst with sending out brochures and other program materials. Assist all UMVRDC staff to develop and execute projects as requested.
- Provide answers to customers about the agency, region, and specific programs undertaken.
- Perform general office duties, such as filing, phones and document creation.
- Make presentations to individuals and groups.
- Assist with grant writing and reporting.
- Work together with Admin Asst on new filing system
- In absence of the Admin Asst answer phones, handle mail, manage dbases, print labels, assist with mailings and other daily tasks as needed.

All UMVRDC employees share the following responsibilities:

- Developing contract for services
- Establishing and implementing annual goals, strategies for the agency and community/economic development program.
- Regularly reporting on work activities to other staff and to local units of government, the agency's board of commissioners, and other local committees as determined.
- Working with local and state government staff and other regional partners in developing and implementing projects.

I acknowledge that I have read and reviewed this job description and attached work plan.

Employee Acknowledgement

Date

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