



COMMUNITY DEVELOPMENT PLANNER JOB DESCRIPTION

Position:	Community Development Planner
Employment Status:	Full-time, Exempt
Position Summary:	Position is responsible for the facilitation of meetings, grant writing and administration, data gathering and evaluation, disaster resiliency initiatives and transportation planning.

Under the supervision of the Executive Director, the Community Development Planner is responsible for providing technical expertise to communities with respect to planning needs associated with various applications, plans, studies, and other projects as needed. This position is also involved with Regional Transportation Planning activities.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the Mo-Kan Regional Council are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Responsibilities performed on a daily and/or weekly basis include:

- Providing information and technical assistance to member governments in meeting state and federal requirements;
- Providing information regarding census information requests;
- Assisting in application preparation, research projects and other programs;
- Identifying specific needs within communities and making recommendations and providing technical assistance;
- Providing basic research for internal use and member governments;
- Analyzing and organizing data, into written reports utilizing computerization techniques, composition and editing skills;
- Managing, writing and reporting grant projects
- Performance of any other task assigned.

Qualifications

- Bachelor's degree from an accredited college or university in urban and regional planning, historic preservation, community development, transportation planning, public administration or related field.
- One year of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of required education.
- Skills in the preparation of written reports and grant applications.
- Ability to work in a team atmosphere, collaborating with co-workers, city/county administrator, federal/state agencies and other stakeholders.
- Must possess a valid driver's license.

Physical Requirements

- Constant use of hands and arms to type and write in order to complete necessary paperwork.
- Must be able to drive and/or ride long distances; nighttime driving is necessary for evening meetings.
- Must be able to converse by phone, email and in person with customers and clients.