

DISTRICT POSITION DESCRIPTION

POSITION CLASSIFICATION - Community Planner

APPOINTMENT STATUS - Regular Full-Time

POSITION CATEGORY - Professional Exempt or Non-Exempt

GENERAL RESPONSIBILITIES – The Community Planner shall perform professional work in member communities such as economic development activities, housing, grant writing/administration, strategic planning and various community and economic development studies. Work also involves a significant amount of coordination with local, state and federal agencies and citizens at large.

CHARACTERISTIC DUTIES - Act as a principal participant in providing planning and technical assistance for community and economic development programs.

1. Attend job-related meetings and assist in communicating details of specific activities as required.
2. Work with responsible agencies/groups to develop and carry out plans and programs.
3. Become a Certified Administrator of Community Development Block Grants.
4. Assist in the coordination between District and other regional activities.
5. Keep current on planning and development issues both local, regional and national in scope.
6. Research and develop new program potentials.
7. Perform other related work as requested.

SUPERVISION - The Community Planner will work under the supervision and direction of Management and will be expected to complete assignments independently or as a member of a project team.

QUALIFICATIONS - The Community Planner will have an Associate's Degree or experience in a related field. Persons in this position must possess effective verbal and written communication skills, strong organizational skills, knowledge and ability to work with local, state and federal programs and the ability to interpret and implement program requirements.