

SENIOR COMMUNITY DEVELOPMENT SPECIALIST

August 2016

Classification: Non-Exempt

Nature of Work

Under the supervision of the executive director, assistant director, planning and/or project development manager, the Senior Community Development Specialist is responsible for providing technical expertise to communities in applications, administration of grant and loan programs, planning and special projects.

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 and educational programs on current problems facing local government;
- Assisting in the application preparation of grants, tax credits, loan programs, planning documents, research projects and other programs and providing information on federal and state funding programs;
- Administration of grants, loans and other programs to insure compliance with requirements, including community facility, economic development and housing programs;
- Coordinating regional programs including joint purchases and workshops;
- Identifying specific needs within communities and making recommendations and providing technical assistance/project development;
- Analyzing and organizing data into written reports utilizing computerization techniques, composition and editing skills;
- Coordinating and providing professional assistance to citizens, groups and local governments within and outside the region;
- Maintain a database of funding sources for reference.

Additional daily/weekly responsibilities may include:

- Providing assistance in the updating and computerization of strategic/comprehensive plans to communities;
- Providing information, compilation of applications, and the administering of loans and housing renovation projects for MRPC's affiliated boards and programs;
- Providing assistance in mapping and illustration;
- Provide funding information in the form of grant alerts to communities and not-for-profit organizations;
- Coordinating fundraising and volunteer development;
- Assisting with the development and occasionally the preparation of illustrations, leaflets, visual and graphic displays;
- Researching and updating data and MRPC - related information both for written reports and electronic media;
- Assist with staff training as needed;
- Using ARCGIS, HAZUS, and/or other software to create GIS and cartographic products for member governments or planning projects;

- Manipulating and analyzing GIS data for use by member governments or planning projects; and
- Performance of any other task assigned.

Responsibilities performed on an annual or as needed basis include:

- Represent MRPC and present information on behalf of the organization at workshops, meetings and trainings when requested.

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 Meramec Regional Planning Commission are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

Qualifications

Graduation from an accredited college or university with preference given to major course work in the fields of public administration, business administration, economics, or other closely related fields of study. A master's degree in any of the foregoing is desirable but not mandatory. Two years experience in either public or private economic/community development is required. Two years of relevant experience may be substituted for each year of college. Skill in the preparation of written reports and experience with GIS is desirable and competency in communication with public officials is essential. Skill in the preparation of written reports is necessary and oral communication skills are mandatory. Must possess a valid driver's license. Must possess the ability to work well with co-workers, commissioners and the desire to work in a team atmosphere.

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; night time driving is necessary. Must be able to converse by phone and in person with customers and clients. Must be able to sit long periods of time. Must be able to lift boxes of files to move them from one location to another. Must be able to kneel to go through files in lower level cabinets. Must be able to navigate rough, unimproved terrain to monitor projects.

Salary Range

The salary range for this position is \$38,000 to \$40,000 per year

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Kelly Sink-Blair. Position is open until filled. EOE/AA.

Bonnie J. Puzza

Date: 1-11-19 -