



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

4 Industrial Drive
St. James, MO 65559-1689
(573) 265-2993
FAX (573) 265-3550

PLANNER/COMMUNITY DEVELOPMENT SPECIALIST
SENIOR PLANNER/COMMUNITY DEVELOPMENT SPECIALIST

Posted 6/16/2022

Classification: Non-Exempt

Nature of Work

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

Responsibilities performed on a daily basis include:

- Assisting with planning projects, including transportation planning, strategic planning, housing assessments, survey development, data analysis, report development and other related work.

Additional daily/weekly responsibilities 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 and administration of grants, loan programs, planning documents, research projects and other programs;
- Coordinating regional programs including joint purchases and workshops;
- Identifying specific needs within communities and making recommendations and providing technical assistance;
- Providing information on federal and state funding programs;
- Providing basic research for the use of senior level professionals and member governments;
- 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;
- Coordinating fundraising and volunteer development, special events and projects.
- Providing assistance in the updating and computerization of strategic/comprehensive plans to communities;

Chairman: Larry Miskel
Presiding Commissioner, Gasonade County

Vice Chairman: Steve Vogt
Representing City of Belle

Secretary: Mary Heywood
At-Large Representative, Unemployed

Treasurer: George Lauritson
Mayor, City of St. Robert

Executive Director: Bonnie J. Prigge

- Providing information, compilation of applications, and the administering of loans for MRPC's affiliated boards and loan programs;
- Researching and updating data and MRPC - related information both for written reports and electronic media;
- Developing maps using GIS, is capable,
- Participating in meetings and representing MRPC at workshops, trainings and meetings, when requested, and
- Performance of any other task assigned.

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. One year of relevant experience is preferred but not required. Two years of relevant experience may be substituted for each year of required education. Skill in the preparation of written reports and experience with GIS is desirable and competency in communication with public officials is essential. 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.

Job Location

This position is an in-office position at Meramec Regional Planning Commission in St. James, MO.

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. 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 \$34,974 to \$43,000 per year, dependent on education and experience. This position, as posted, is full-time (40-hours per week) with benefits.

Candidates with a master's degree in public administration, business administration, economics, or other closely related fields of study and at least two years of relevant experience in the public or private sector may qualify for a senior planner/community development specialist position.

The salary range for the senior position is \$42,312 to \$46,000 per year. This position, as posted, is full-time (40-hours per week) with benefits.

Internal and External Application Information

Applicants should submit a resume to Meramec Regional Planning Commission, 4 Industrial Drive, St. James, MO 65559, Attn: Anne Freand, Planning Manager, or by email to afreand@meramecregion.org. Position is open until filled. EOE/AA.

Bonnie Prigge Date: 6/16/2022