



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

**ASSISTANT COMMUNITY DEVELOPMENT SPECIALIST**

*Posted 4/26/2023*

Classification: Non-Exempt

**Nature of Work**

Under the supervision of the executive director, assistant director, planning manager or project development manager, the Community Development Specialist Assistant will assist community development staff in providing technical expertise to communities in applications, administration of grant and loan programs, and implementation of planning and special projects.

Responsibilities performed on a daily basis will be the promotion and outreach related to the Affordable Connectivity Program (ACP), funded the Federal Communications Commission and the Missouri Department of Economic Development-Office of Broadband.

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

- Providing basic information for the use of senior level staff in assisting member governments to meet state and federal requirements;
- Assisting senior level staff in coordinating and providing educational programs on current problems facing local government;
- Assisting senior level staff in the application preparation and administration of grants, loan programs, planning documents, research projects and other programs;
- Assisting senior level staff in coordinating regional programs including joint purchases and workshops;
- Providing basic information for the use of senior level staff on federal and state funding programs;
- Providing basic research for the use of senior level professionals and member governments;
- Assisting senior level staff in the analyzing and organizing of data into written reports utilizing computerization techniques, composition and editing skills;
- Assisting senior level staff in coordinating and providing professional assistance to citizens, groups and local governments within and outside the region;
- Assisting senior level staff in coordinating fundraising and volunteer development, special events and projects.

Additional daily/weekly responsibilities may include:

Chairman: Steve Vogt  
Representing City of Belle

Vice Chairman: Mary Heywood  
Representing the Unemployed

Secretary: Darryl Griffin  
Presiding Commissioner, Osage County

Treasurer: Joey Auxier  
Presiding Commissioner, Phelps County

Executive Director: Bonnie J. Prigge

- Providing assistance to senior level staff in the updating and computerization of strategic/comprehensive plans to communities;
- Providing assistance to senior level staff in the gathering of information, compilation of applications, and the administering of loans for MRPC's affiliated boards and loan programs;
- Assisting senior level staff in researching and updating data and MRPC - related information both for written reports and electronic media;
- Sharing information as requested by senior level staff; 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 high school or G.E.D high school equivalency. Two years of relevant experience and/or training is preferred but not required. Skill in the preparation of written reports and competency in communication with public officials is essential. Must possess a valid driver's license. Must have a cheerful, positive attitude, and possess the ability to relate well with co-workers, commissioners, and the general public 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; 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 \$32,668 to \$35,000 per year, depended on education and experience. 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: Caitlin Jones, Communications/Marketing Manager, or by email to [cjones@meramecregion.org](mailto:cjones@meramecregion.org). Position is open until filled. EOE/AA.

Bonnie L. Brugge

Date: 4-26-2023