



A Council of Local Governments
Serving the Meramec Area

MERAMEC REGIONAL PLANNING COMMISSION

4 Industrial Drive
St. James, MO 65559-1689
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Meramec Regional Planning Commission, located in St. James, MO, plans to hire one full-time COMMUNITY DEVELOPMENT SPECIALIST. MRPC is accepting resumes for both a COMMUNITY DEVELOPMENT SPECIALIST ASSISTANT position and a COMMUNITY DEVELOPMENT SPECIALIST position. Only one hire is planned, therefore job title and salary will be dependent on qualifications. This position is in-person, on-site at MRPC's St. James office. The person hired will be working primarily on a HRSA opioid awareness grant and the Affordability Connectivity Program (ACP) promotion and other duties as assigned.

COMMUNITY DEVELOPMENT SPECIALIST ASSISTANT

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 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:

- Providing assistance to senior level staff in the updating and computerization of strategic/comprehensive plans to communities;

Chairman: Mary Heywood
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- 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.

Salary Range: CDS Assistant

The salary range for this position is \$32,668 to \$37,000 per year.

COMMUNITY DEVELOPMENT SPECIALIST

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 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 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.

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 for MRPC's affiliated boards and loan programs;
- 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.
- Researching and updating data and MRPC - related information both for written reports and electronic media; 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.

Salary Range: Community Development Specialist

The salary range for this position is \$34,974 to \$42,000 per year.

Physical Requirements for both CDS Assistant and CDS:

Constant use of hands and arms to input data into computer and use adding machine. Must be able to move boxes of files from one location to another and must be able to squat and stoop to retrieve low files. Must be able to sit long periods of time. Must be able to converse directly and by phone. Must be able to concentrate long periods of times.

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 at afreand@meramecregion.org. Position is open until filled. EOE/AA.

Bonnie Applegate

Executive Director

10-13-2023

Date: