

## POSITION DESCRIPTION

**TITLE:** Community Development Planner

**STATUS:** Non-Exempt

**GRADE:** C

**CLASS:** Planner

**POINTS:** 238

**SALARY RANGE:** \$10 - 20      **DATE:** July 29, 2008

### **POSITION SUMMARY:**

Performs professional and technical community development planning work of moderate complexity and variety. Works under general supervision of Executive Director.

### **DUTIES:**

**Micropolitan Planning** - Facilitates and develops outputs described in the Micropolitan Workplan through the identified activities. This project will utilize this position for research needs as well as project management.

**Planning Assistance** - Provides educational, technical and planning assistance in community development area, e.g., zoning, land use, solid waste, environmental, natural resource, shoreland management, parks, recreation and GIS. These tasks would primarily be utilized as contracted "planning assistance" to other business &/or agencies. (Private planning companies or LUG's who wish to contract with Region Five for planning assistance)

**Technical Assistance** – Provides technical assistance for contracted planning work such as specialty transportation plans.

**Program Monitoring** - Monitors availability of relevant grant programs and manages contracts assigned.

### **QUALIFICATIONS:**

1. Working knowledge of planning, zoning and related community development activities and principles. Considerable oral, computer and written communications skills and an ability to work with local units of government.

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2. Bachelors degree in community planning or related field or an equivalent combination of education and experience.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably-related job duties as assigned by Executive Director. The employee is expected to comply with established office, administrative, and personnel policies.

Region 5 Development Commission reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Acknowledgment

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Date