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### **POSITION DESCRIPTION**

**TITLE:** Regional Development Planner – emphasis on Communications  
**STATUS:** Full time, a minimum of 40 hours a week. NON-EXEMPT  
**DATE:** April 2018  
**CLASS:** C – Planner  
**REPORTS TO:** Executive Director  
**REVIEW:** After first 6 months, then annually  
**SALARY RANGE:** \$45,000-\$55,000-dependent on qualifications/experience

**POSITION SUMMARY** This position performs office coordination of moderate complexity for all staff and Commission members as well as works on approved projects. Works under general supervision of Executive Director.

### **PRIMARY DUTIES & RESPONSIBILITIES**

This position is the liaison with and administrator for the Economic Development District program funded by the Economic Development Administration. Serves as the legislative specialist for all matters involving the Department of Commerce Economic Development Administration

## **COMMUNICATIONS**

### **External**

1. Website maintenance - of 4 sites: R5DC, NCEDA, Resilient Region and The Good Life.
2. Resilient Region Champion coordination (meeting prep)
3. Design of several reports from each department.
4. Assists in the conducting of surveys and studies required for R5DC, as well as regional development plans and programs.
5. Social media –
  - FB updates (R5DC, RR), Twitter
  - Constant Contact messages (NCEDA Full corp, NCEDA borrowers etc....content provided by other team members)
  - Press Releases, Event flyers, news articles & notifications

### **Internal** -marketing /communications specific to the Commission;

- Monthly Commission meeting prep (agenda's and minutes). Maintains commission files and rosters; prepares and distributes meeting materials to commissioners.
- Resolutions/memos
- Commission elections
- Prepares and designs following reports:
  - Annual Report (with team)
  - Annual workplan (proof)
  - Other plans as assigned

- Special event coordination like the Elected Official Summit and Bus Tour.
- Assist as needed to process daily mail and loan payments

## PLANNING

First 12 months of employment, new hire will learn from existing team members in planning duties, with an expectation of being a lead after month 12 in the following planning areas:

### Comprehensive Regional Economic Development Strategy

- A. **Post training and with team assistance** and public engagement input, create a Comprehensive Regional Economic Development Strategies (CREDS) plan which is approved by the Federal Economic Development Administration (EDA). CREDS related responsibilities include:
- a. Completion of required program reporting to state and federal agencies. (complete, accurate and on time)
  - b. Keep current on EDA/CREDS policy changes, rules, laws.
  - c. Gather economic data through information-generating agencies and community surveys. Analyze information to identify current economic trends.
  - d. Track implementation and outcomes.
  - e. Facilitate bi-annual meetings of the Economic Development District Governing Body.
  - f. In conjunction with the CREDS Committee and the CREDS Governing Body, develop and recommend overall economic strategies and objectives.
- B. Provide grants writing assistance to local units of government and others applying to state and federal programs to expand business, develop industrial parks, redevelopment, and other related purposes. Share grant and program opportunities that will engage and empower the regions communities to improve their economic status.

### LUG comprehensive planning technical assistance.

Currently this work is done in partnership with Sourcewell

- A. Enters contractual agreements to provide Comprehensive planning services for local units of government who do not have the resources to seek private sector planning assistance.
- B. Oversees all aspects of plan development including, conducting public workshops, and planning meetings, developing a local planning task force, facilitating the local planning task force meetings, compiling and updating demographic data, as well as drafting the planning document and coordinating the adoption process.

## OTHER

### Special Projects

1. Seek agreement opportunities for additional economic development services.
2. Conduct program development, research and implementation activities for a variety of projects/programs.
3. Support other team members with short term projects.
4. Monitors availability of relevant grant programs and manages contracts assigned. Complies with all mandatory and program related reporting, deliverables and required program related meetings.

### Other duties as assigned by Executive Director

5. Coordinate other special economic development programs as needed.
6. Communicate to other organizations, LUG's, non-profits, Add HOC groups etc including orgs identified in the R5DC outreach plan. Coordinate with other like positions across the state.
7. Coordinate additional workshops and civic engagement activities/projects as needed.
8. Cross-train with other employees. Pursue professional development and training, as needed.
9. Share responsibility with other team members to collect daily mail and assistance to finance office with segregation of accounts receivable.

### GENERAL KNOWLEDGE/SKILL REQUIREMENTS/ QUALIFICATIONS

**Must have graphic design experience.** Must be proficient in MS Office. Must be knowledgeable in the use of personal computers to include basic word processing, spreadsheets, internet, and e-mail.

Strong organizational and analytical skills. Strong communication skills both written and oral. Strong public speaking and presentation skills.

Ability to maintain professional working relationships with staff as a team member and other organizations. Ability to work effectively with community groups and business leaders (outstanding people skills a must).

Ability to work with minimal supervision. Meets deadlines with extreme proficiency. AA degree, or degree in Communications or planning – OR – one year experience – OR - equivalent combination of education and experience.

### R5DC CORE COMPETENCIES

1. Committed to the success of Region Five
2. Adheres to, signs and agrees to the R5DC Core Values, Code of Conduct and Ethics Policy.
3. Signs and agrees to conditions of employment outlined in the R5DC Personnel – Operations Manual.

Must possess a valid Minnesota driver's license and be available to work in Region Five service area. Position occasionally may require working outside the normal business day (i.e. evening meetings, some travel). 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.

Region Five 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.

***Signed acknowledgement of this position description is acceptance of the duties and qualifications and employee agrees that they possess the ability to meet the standards here within.***

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Signature of Employee Acknowledgement

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