

Class Title: Community Planner

Supervisor: Economic Dev. Director

Department: Economic Development

Salary Range: \$29,000-\$34,500
(based on experience)

General Summary: Provides technical assistance to cities and county governments within the FIVCO ADD region. Maintains working relationships with local city/county elected officials, special districts and chambers of commerce as it relates to governance. Assists the Department for Local Government in implementing the Kentucky Community Development Block Grant program by providing technical assistance to local units of government.

Essential Duties

1. Works with local communities and organizations on potential projects, identifies funding opportunities, writes grants and loan applications and provides project management.
2. Attends city council, fiscal court meetings and other meetings as assigned.
3. Becomes Community Development Block Grant certified, maintains certification status and provides certified CDBG administrative services to local units of government.
4. Becomes familiar with the Kentucky State Clearinghouse process.
5. Advises cities and counties of new/updated reporting requirements, assists in the planning and preparation of city/county ordinances if requested, and assists with financial administration, personnel issues, general city and county management, administrative code and procurement procedures.
6. Develop and maintain relationships with other regional entities and organizations.
7. Produces basic maps and maintains map data according to industry standards using ESRI software.
8. Uses Trimble GPS unit and associated software to generate high accuracy GIS data.
9. Assists with various presentations and is comfortable with public speaking.
10. Assists with the Regional Development Planning Committee, the Comprehensive Economic Development Strategy (CEDS), the Hazard Mitigation Plan, the Revolving Loan Fund, the community/economic development e-newsletter and others.
11. Assists with various IT duties.
12. Performs other duties as assigned.

Desirable Qualifications

Training and Experience: Bachelor's degree in Public Administration, business or related field from an accredited university.

Knowledge: Knowledge of city, county, state and federal agencies as it relates to fiscal management and grants.

Skills: Must have strong people skills, organizational skills, computer skills.

Abilities: Must be able to form strong working relationships with local units of government, grant funders, and local community leaders. Must be a self-motivator and be able to work well without constant supervision.

Tools, Equipment and Vehicles Used: Basic office equipment, agency vehicle (must have valid driver's license).

Physical Demands: Work is typically performed indoors at a desk or table in an office setting. Must be able to lift objects in excess of 40 pounds, operate a vehicle and travel by plane. May require attendance of after hour meetings and overnight travel.

Confidential Information: Regular use of confidential information.

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Valid driver's license; CDBG certification

Availability: Must be able to attend meetings during evenings and/or weekends. Overnight travel as needed.

AGENCY EXPECTATION STATEMENT:

In the performance of their respective tasks and duties, all employees are expected to:

- *Be knowledgeable and follow all policies and procedures set by FIVCO ADD and support the overall work and functions of the ADD.

- *Interact professionally with other employees, customers/clients, outside agencies and the community. Show dedication to meeting the expectations and requirements of internal and external customers.

- *Show commitment to the FIVCO ADD region and accountability and ownership of work.

- *Work effectively as a team contributor on all assignments.

- *Work independently while understanding the necessity of communicating and coordinating work efforts with supervisor, fellow employees and organizations.

- *Perform quality work within deadlines with or without direct supervision.

- *Reports to work on time and is seldom absent from work. Can be depended on to complete work in a timely, accurate and thorough manner and is conscientious about assignments.

The above is intended to describe the general content of and the requirements for performance of this job. It is not construed as an exhaustive statement of duties, requirements or responsibilities.

FIVCO Area Development District reserves the right to alter this job description as needed.