

## Community and Economic Development Associates

### Position Description: Community Planning Specialist

Community and Economic Development Associates (CEDA) seeks an individual to fill a Community Planning Specialist position.

Interested, qualified individuals may submit resume and cover letter to [info@cedausa.com](mailto:info@cedausa.com)

About the Organization-- CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development and other services to rural communities and counties in Minnesota, Illinois, and Iowa currently. Our team brings with it over 150 years of collective development experience.

For additional information about CEDA and the services we provide, check out our website at [www.cedausa.com](http://www.cedausa.com).

<b>Job Title:</b>	Community Planning Specialist
<b>Number of Openings:</b>	1 Full-Time
<b>Starting Salary Range:</b>	\$45,000-\$50,000; Depending on Qualifications
<b>Location:</b>	SE Minnesota. Regional travel required.
<b>Hours:</b>	8 a.m.- 5 p.m. Occasional early morning and/or evening meetings may be required.
<b>Purpose:</b>	Performs non-supervisory administrative work as the primary staff for the daily operation of the Planning & Zoning Commission (P&Z) of multiple communities.
<b>Organizational Relationships:</b>	
<b>Reports Directly to:</b>	CEDA Management Team
<b>Reports Indirectly to:</b>	City Clerk/Administrator, Mayor, City Council and Community Planning & Zoning Commissions.
<b>Communicates with:</b>	<i>Internally</i> – all city departments and staff <i>Externally</i> – other appointed and elected officials, city attorney, city engineer, developers, contractors, grantors, media, business and community groups.
<b>Supervises:</b>	None
<b>Position Description:</b>	This position will be responsible for the execution of work necessary to serve CEDA's Planning and Zoning aspect of the Community Support Program

**Responsibilities could include (but are not limited to):**

- Plan, organize and coordinate activities to ensure established goals and objectives are achieved
- Preparation of comprehensive plans
- Establish an organized, comprehensive method to identify development projects that offer the potential to improve the community
- Establish a consistent method for bringing projects to the attention of the appropriate entity for conceptual approval
- Prepare and present such information as necessary for a project to be reviewed and considered by the appropriate Board or Commission
- Be part of the negotiation team with developers or others
- Develop staff recommendations regarding proposed projects
- Prepare and submit the annual budget of the Planning Commission
- Prepare an annual report of the P & Z activities
- Prepare agendas and meeting packets, performing all necessary research for regular and special meetings
- Maintain related files
- Attend meetings of the Planning Commission
- Oversee the publication of meeting notices as required by law
- Prepare or oversee preparation of minutes of all proceedings
- Oversee maintenance of accurate and complete records of all actions
- Prepare all P&Z-directed correspondence
- Plan, organize and coordinate activities to ensure P & Z-established goals and objectives are achieved
- Interpret and enforce the comprehensive plan, zoning code and subdivision code as necessary to ensure an effective and uniform application of the codes
- Participate in City's planning and zoning efforts
- Issue building permits
- Manage variance and conditional use permits
- Administer subdivision code/platting and annexations
- Make presentations to the City Council and other Boards as appropriate
- Complete Code Recodification as necessary
- Work with boards and community members to create and implement quality of life projects/improvements such as park development, pools, and other amenities
- Research, compile and draft information for grant proposals
- Author, as appropriate, grant proposals
- Provide necessary reporting for various grant awarding agencies
- Develop relationships with relevant regional, state and federal organizations
- Attend workshops and trainings relevant to the position
- Communicate with local press to share accomplishments
- Improve residential housing development options and availability
- Perform other job related duties as assigned by the P&Z, City Council or City Clerk/Administrator.

**Qualifications:** CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does. The ideal candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in planning, engineering, community/economic development, public administration, business administration, marketing, management, or another relevant field. Applicant must have a valid driver's license and reliable means of transportation.

**Required Knowledge, Skills and Abilities:**

- Knowledge of laws, rules and regulations applicable to city government and planning & zoning commissions
- Knowledge of government and legislative processes, services and planning
- Ability to communicate effectively and establish effective working relationships with elected officials, staff and other public officials, business and community groups, and residents, including making formal presentations
- Possess excellent oral and written communication skills, be able to interpret complex code and procedural requirements and be skilled in office software

**Working Conditions:** Work is performed in typical office environment with frequent travel within and outside city to oversee operations and attend meetings, conferences and other functions.

**Physical Requirements:**

- Ability to sit for long periods of time
- Lift up to 50 pounds or force on occasion and up to 20 pounds more frequently
- Use hands to finger
- Handle and feel objects, tools or controls, and reach with hands and arms
- Ability to hear voices in person and over the telephone.
- Have vision abilities that include close vision and the ability to adjust focus

F.L.S.A Classification:      1. No Exemption Status  
   2. Non-Supervisory  
   3. Non-Exempt Overtime

This institution is an equal opportunity provider.

*Note: This job description includes the primary job duties and requirements for the position. However, in no way is this intended to provide an exact description of all potential duties and requirements. CEDA reserves the right to change this job description at any time*

*CEDA places a high premium on professionalism and, as such, expects all employees to consistently conduct themselves in a manner which reflects positively upon CEDA.*