

COMMUNITY DEVELOPMENT SPECIALIST - Planner

Community Development Specialist - Planner

JOB OPENING: SWIPCO seeks someone passionate about improving the lives of rural Iowans to join our team as a Community Development Specialist – Planner. The ideal candidate must be caring and want to build the future of our region and be an active participant in change. All of the work is done in rural, small town settings and SWIPCO planners are expected to seek out and enjoy connecting with the community. At SWIPCO, planners are doers, and although traditional planning is at the core of the position, there are also many project management opportunities open to this position. From day one the incumbent will be immersed in multiple disciplines from disaster recovery, housing, recreation, to foundational services such as water, sewer, and broadband. This is a permanent, full-time career track position with excellent potential for growth. This is not a temporary or grant limited position.

SWIPCO is expanding due to the workload of our organization. We do have major projects related to Covid and Flood recovery, and this position will be involved with those but the primary emphasis is working with our core clients, the cities and counties of the SWIPCO region. A background in planning is preferred but other disciplines will be considered, including but not limited to public administration, social work, environmental studies, political science, geography, and business administration. Most important to the position are the abilities to think and act quickly, prioritize work, research thoroughly, write effectively, and present information clearly. Types of work include but are not limited to: grant applications and management for infrastructure and housing projects, hazard mitigation planning, city zoning, comprehensive and strategic planning, and regional transportation planning. Knowledge of federal funding programs such as FEMA and CDBG is ideal but training will be offered to the right person. The work station is at our Atlantic, Iowa offices and the position involves significant travel throughout the 8 county region. Occasional telework is possible but is not the default work location. Salary is \$42,000 DOQ with excellent benefits package.

Potential candidates should visit <http://www.swipco.org/career-opportunities-rfp-s/> for more information. To apply submit a cover letter, application, resume, and three references to daurine.petersen@swipco.org.

ABOUT SWIPCO: The Southwest Iowa Planning Council was formed in 1975. Our goal is to promote regional cooperation as well as to serve the counties and cities within our region with community and economic development activities to improve the quality of life for all of southwest Iowa. Southwest Iowa Planning Council's mission is to serve as the regional catalyst fostering sustainable community and economic improvements. This statement encompasses everything SWIPCO strives for in regional cooperation and betterment through community development, housing assistance, and transportation services. Utilizing the mission statement and the three focus areas, three goals were developed:

1. Improve Community Assets and Infrastructure.
2. Promote and Enhance Economic and Business Development Climate.
3. Maintain and Improve the Quality of Life for Residents.

About our Planning Department: Our planning team currently consists of a community development director, Covid and Flood recovery coordinators, a planning technician, and a grants specialist who provide multiple types of planning assistance and services for member cities and counties.

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Job Description

Direct Supervisor: Community Development Director

Date: July 2021

FLSA Status: Exempt

Work Location: In Office

Position Summary:

This is a professional planning position involved with community contacts, community development activities, and various types of planning. The position is under the general supervision of the Community Development Director.

Essential Job Duties:

1. Collect, review, analyze, and share data.
 - a. Collect demographic, geographic, public facility, housing, and a variety of other types of information from multiple sources.
 - b. Review and analyze data for trends and changes.
 - c. Utilize data in grant writing, reports, plans, etc. as needed.
2. Prepare surveys, needs assessments, plans, etc. for member governments.
 - a. Work with member governments to determine objectives and needs for surveys, assessments, and plans.
 - b. Prepare and conduct surveys.
 - c. Analyze and visually present data.
 - d. Prepare reports for member governments that present the collected and analyzed data.
 - e. Keep supervisors informed of progress and challenges.
 - f. Present reports to member governments for approval.
3. Assist with preparing applications to fund identified member government needs.
 - a. Maintain files of pertinent funding assistance options including types of programs funded, eligibility requirements, application timelines, etc.
 - b. Work with member governments to determine needs and scope of projects.
 - c. Prepare clear and concise applications in accordance with applicable laws or standards established by the funding source.
 - d. Keep supervisors informed of progress and challenges.
 - e. Present applications to member governments for approval.
4. Assist with and attend community meetings.
 - a. Plan and initiate community meetings and public hearings.
 - b. Work with member governments to schedule meetings/hearings.
 - c. Record meeting proceedings.
5. Administer grants for member governments.
 - a. Assist in procurement of outside consulting services, if any, necessary for the completion of projects.
 - b. Prepare documents (such as reports, environmental reviews, leases, agreements, etc.) as needed to meet program requirements.
 - c. Ensure compliance with funding source laws and requirements.
 - d. Maintain positive working relationships with all parties to keep projects moving in an expedient manner.
 - e. Work as part of a team as necessary to complete projects.
 - f. Collect data necessary to meet compliance for projects.
 - g. Maintain organized files to record project activities.
 - h. Assist member governments with project close out activities.
6. Maintain organized files for all projects, plans, surveys, assessments, etc.
7. Maintain positive working relationship with staff, contractors, member governments, funding sources, and general public.
8. Perform other duties as assigned.

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Knowledge, Skills, and Abilities Required

- Knowledge of funding opportunities
- Knowledge of planning profession fundamentals
- Knowledge of data collection and analysis techniques
- Knowledge of ESRI GIS software
- Knowledge of MS office suite software
- Knowledge of agency personnel policies and procedures
- Good oral and written communication skills
- Good time management skills
- Good customer service skills
- Good public speaking skills
- Good negotiation skills
- Ability to manage project activities and budgets
- Ability to maintain confidentiality of SWIPCO, member governments, and clients
- Ability to prioritize work
- Ability to proficiently operate a variety of office equipment
- Ability to type accurately
- Ability to maintain orderly records/files
- Ability to work with people from various backgrounds
- Ability to follow instructions
- Willing to travel
- Willing to work evenings and extra hours, as needed
- Ability to conduct business in a professional manner
- Must have the ability to safely exert 20 pounds of force occasionally, and/or up to 10 of force frequently. Requires walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls (PCP Test Level 2).

Minimum Educational/Physical Requirements

- A bachelor's degree in planning, public administration, or related field
- At least one year of experience in a similar position preferred
- Must have a current valid driver's license
- Must take a post offer Physical Capacity Profile and achieve a minimum of a Level 2. Re-testing will occur at least every 5 years or as required by the SWIPCO return to work policy following an absence due to sickness or injury.

****This position's work station is designated as "In Office" on SWIPCO's telework eligibility metric. This means that most normal working days will either be in the SWIPCO offices or in the field working on projects. Working remotely is possible on an as needed, ad-hoc basis but will not be the primary work station.****

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in employed in this position. SWIPCO/SWITA reserves the right to revise the functions and duties of the position or require additional or different tasks be performed when circumstances change.