

# Mid-Minnesota Development Commission

## COMMUNITY DEVELOPMENT PLANNER

**Job Title: Community Development Planner**  
**Department: Community Development**  
**Department Head: Executive Director**

**Pay Grade: 8**  
**FLSA Status: Exempt**  
**Work Hours: Full Time**

### Summary

The Mid-Minnesota Development Commission (MMDC) is a public agency that works for local governments and regional partners to provide planning tools and technical assistance to enhance our Region. The MMDC is governed by a board primarily made up of locally elected officials within our service area of Kandiyohi, McLeod, Meeker and Renville Counties.

### Job Description

Performs *non-supervisory* work to provide professional community development and transportation planning services. Works with a variety of city and county governing and advisory bodies on comprehensive plans, land use ordinances, codification projects, grant applications, housing studies, transportation plans, and other planning-related activities. Regularly works beyond normal work hours and attends evening meetings.

### Organizational Relationships

Reports to: Executive Director

Communicates with:

- *Internally* - Other departmental staff, administrative staff.
- *Externally* - City/county elected and appointed officials; township officials; state government department staff, local government staff, city engineers and attorneys, local government task forces, other state agencies and legislators, and area residents.

Supervises: None

### ESSENTIAL FUNCTIONS (Illustrative only, other duties may be assigned)

*Prepares comprehensive land use plans and similar official documents*

- Organizes planning process with city/county clients and facilitates planning meetings.
- Prepares drafts and makes recommended edits.
- Arranges and attends public hearings/meetings.
- Prepares final draft and submits to client.

*Prepares municipal ordinance codes.*

- Stays current on changes in state law and other areas that relate to municipal activities.
- Initiates contracts with cities to recodify existing ordinances or provide a new code

book.

- Initiates contracts with cities to prepare, revise, or update individual ordinances.
- Prepares first and final drafts of recodified or new ordinances.
- Obtains model ordinances for cities.

### **ESSENTIAL FUNCTIONS** (cont.)

*Completes grants/special reports/studies for clients.*

- Manages specific projects under supervision and reports findings and recommendations.
- Occasionally prepares grant reports for funding agencies. Writes or assists in the writing of project proposals and reports.
- Conducts research and prepares decision-making information on topics such as housing, transit studies, and small cities development grants.
- Conducts research and prepares information on topics requested by individual clients.
- Conducts specialized research by studying state statutes and regulations; reviews various ordinances and planning literature; and compiles/analyzes census and other survey data.

*Participates in the department's client relations.*

- Assists with the preparation and administration of service contracts.
- Manages routine and smaller projects.
- Attends and facilitates numerous meetings for client cities.
- Gives public presentations regarding projects.

*Performs a variety of administrative tasks.*

- Drafts correspondence including press releases and public meeting notices.
- Attends staff and other meetings.
- Receives/responds to telephone calls.
- Prepares information on projects and issues for annual reports, and newsletters.

### **Other Duties and Responsibilities**

- Reads and edits documents prepared by other MMDC staff members.
- Reviews newspapers within region and saves articles of interest.
- Performs other related duties as assigned or apparent.
- Attends MMDC Board meetings, and other functions such as staff meetings, retreats, training sessions, etc.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of planning and zoning statutes, practices, and theories.
- Knowledge of current planning and zoning activities throughout the region and state.
- Knowledge of regional, state and federal procedures regarding grants and loans.

- Knowledge of the structure and function of state and local units of government.
- Skill in operating a variety of computer hardware and using a variety of software applications.
- Skill in conducting research, including use of statistical methods, and preparing reports/studies.
- Skill in creating attractive and easy to understand tables, graphs and figures.
- Ability to perform public speaking in diverse situations and present concepts and practical information in a clear, concise, and understandable manner.
- Ability to identify and resolve problems in a timely manner; develops alternative solutions; and uses reason even when dealing with emotional topics.
- Ability to establish and manage project schedules.
- Ability to facilitate committee meetings, public meetings and hearings.
- Ability to establish and maintain working relationships with a variety of groups and individuals.
- Ability to analyze written, verbal, numerical and graphic information and incorporate into
  - documents.
- Ability to organize documents and write in a clear and understandable manner.
- Ability to multi-task and balance multiple projects at once.
- Ability to set and achieve challenging goals and demonstrates persistence when overcoming obstacles.

*Machines, tools, and equipment used:* Computer and peripheral equipment, software applications, calculator, phone, and other typical office equipment.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in city or regional planning, urban studies, or similar program OR six or more years of experience in community planning and development activities. Valid Minnesota driver's license or ability to obtain within employer-specified timeframe.

## **Preferred Qualifications**

Master's degree in one of the above programs and specific experience working on comprehensive plans, ordinances, and planning research/analysis.

## **Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in office environment with frequent sitting/standing that may occur for extended periods of time. Uses near and color vision and fine motor skills to perform computer and other office tasks. Regularly uses a vehicle to travel within and outside of service area for

meetings, training, and other events. Uses close vision and distance vision, ability to focus, sense of touch, and hearing. Uses fine and large motor movements at times. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Other**

The MMDC and employees have an employee relationship known as employment-at-will. This means that either the MMDC or the employee has the right to terminate the employment relationship at any time.

This job description does not constitute a written or implied contract for employment.