

# **Mid-Minnesota Development Commission**

## **TRANSPORTATION & COMMUNITY PLANNER**

**Job Title:** Transportation Focused Community Planner

**Work Hours:** Full Time

**Reports to:** Executive Director

### **Summary**

Mid-Minnesota Development Commission (MMDC) is a public agency that works to enhance our region by providing local governments and other regional partners with planning tools, expertise, and technical assistance. MMDC is governed by a board of commissioners, which includes elected officials and others who represent specific industries, populations, and interests. Our 3,000 square mile service area includes the four Minnesota counties of Kandiyohi, McLeod, Meeker and Renville.

### **Purpose**

MMDC's Transportation & Community Planner will perform non-supervisory work to provide professional transportation and community development-focused planning services throughout our four county region. This professional will meet with local units of government and other stakeholders, as appropriate, to support and facilitate short- and long-range transportation and other planning. The majority of their time and attention will be given to activities and services outlined by MMDC's Transportation Planning Grant service agreement, which is with the Minnesota Department of Transportation (MnDOT)

This professional will also work with other MMDC departments to provide transportation and/or community planning assistance, which may include involvement with comprehensive planning work, parks and/or trails planning, environmental planning, development of land use ordinances, codification projects, grant applications, and other planning-related activities. These projects and activities may vary based on the professional's strengths, MMDC revenue opportunities and other organizational commitments. While this individual will manage their own calendar and appointments, the position will require occasional work beyond the normal workday when attendance at evening meetings is necessary (e.g., city council meetings, plan-focused public engagement events).

### **Organizational Relationships**

Reports to: Executive Director

Communicates with:

- Internally: Other MMDC department and administrative staff; MMDC's Transportation Advisory Committee, MMDC's Board of Commissioners
- Externally: MnDOT District 8 staff; Area Transportation Partnership (ATP) members; local elected officials; local administrative, engineering, and other planning or planning adjacent staff (city, county, township, etc.); planners and other staff from other regional development commissions and similar organizations, and other regional residents and stakeholders.

Supervises: None

**Essential Functions** (Illustrative only. Other duties may be assigned, based on strengths and organizational or client needs)

Engages in a variety of transportation planning activities.

- Provides transportation planning assistance to local government.
- Works with local governments to prepare active living transportation plans.
- Assists school districts and communities with Safe Routes to Schools-focused planning.
- Makes recommendations pertaining to the functional classification of regional roadways and maintains related records.
- Creates and modifies transportation and other GIS maps, as necessary for planning and other MMDC projects/activities.
- Attends and participates in various committee meetings; facilitates transportation-related planning, including trails planning in the region; attends/facilitates TAC meetings; attends and contributes to Area Transportation Partnership (ATP) meetings.
- Participates in ATP activities to assist in reviewing and prioritizing regional transportation issues and

projects. Serves on ATP's Transportation Alternatives Program (TAP) committee and provides technical assistance to TAP, Carbon Reduction Program (CRP), PROTECT Program, and similar grant applicants.

Prepares and/or assists with comprehensive land use, parks, and trails plans.

- Organizes planning process with local clients (typically cities or counties) and facilitates planning meetings.
- Prepares drafts of each comprehensive, parks, or trail plan section and makes appropriate revisions based on local input.
- Arranges and attends public hearings/meetings to provide updates and answer questions.
- Prepares and presents final versions to staff and local elected officials, as needed for plan approval/adoption.

Prepares and/or assists with municipal ordinance codes.

- Keeps current on changes in laws, regulations and resources that pertain to municipal activities.
- Satisfies contracts with cities to update, add to, and/or recodify existing ordinances
- Prepares drafts of ordinance chapters/sections and makes appropriate revisions based on local input.
- Prepares and presents final versions of updated, added, or recodified ordinances.
- Obtains examples of existing ordinances or practices that might help local governments address issues of concern.

Completes grants/special reports/studies for clients.

- Prepares grant reports or studies for funding agencies.
- Locates and effectively incorporates specific demographic data from the U.S. Census Bureau and other sources.
- Conducts research and prepares decision-making information on topics such as housing or energy.
- 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 client relations and related activities for MMDC.

- Assists the executive director with the preparation and administration of planning-focused service contracts.
- Manages projects with executive director oversight
- Attends and facilitates numerous meetings for stakeholder clients (e.g., counties, cities, townships).

Performs a variety of administrative tasks.

- Drafts correspondence, including press releases and public meeting notices, as needed to support/complete planning projects.
- Attends MMDC staff and other meetings.
- Receives/responds to telephone calls and emails.

Other Duties and Responsibilities

- Reads and suggests edits to documents prepared by other MMDC staff members.
- Performs other related duties as assigned or apparent.

### **Required Knowledge, Skills, and Abilities**

- Knowledge or ability to gain knowledge in planning and zoning statutes, practices, theories, and resources.
- Knowledge or ability to gain knowledge in current planning and zoning activities and resources throughout the region and state.
- Knowledge or ability to gain knowledge in state and federal statutes, rules, and resources related to transportation.
- Knowledge of principles, practices, and methods related to transportation planning.
- Knowledge or ability to gain knowledge in regional, state and federal procedures regarding grants and loans, as they pertain to transportation and/or community planning.
- Basic understanding of the structure and function of state and local units of government.

- Skill in operating a computer, using a variety of software applications (e.g., Microsoft 365, ESRI GIS mapping software).
- Ability to conduct quality research and prepare reports or studies.
- Able to create attractive, functional, and easy to understand tables, graphs and figures.
- Ability to communicate and present concepts and practical information in a clear and concise manner, to individuals as well as to large and small groups, in a public setting.
- Ability to facilitate public meetings and hearings.
- Ability to establish and manage multiple project timelines/schedules.
- Ability to establish and maintain working relationships with a variety of groups and individuals.
- Ability to work effectively in a individual or team environment.
- Ability to analyze written, verbal, numerical and graphic information and incorporate that information into plans and other documents.
- Ability to organize documents and clearly communicate thoughts and ideas in writing.

### **Minimum Qualifications**

Bachelor's degree in community planning, regional planning, urban studies, or similar program, or commensurate experience in community planning and development and/or highly related activities. Valid Minnesota driver's license or ability to obtain within employer-specified timeframe.

### **Preferred Qualifications**

One or more years of experience in community planning and development activities, including research and planning, with an emphasis on transportation issues. GIS mapping capabilities.