

POSITION TITLE: Senior Regional Planner
STATUS: Full Time, Exempt
CLASS: D
REPORTS TO: Executive Director

Position Description:

Region Nine Development Commission (RNDC) is looking for an energetic, experienced senior regional planner to develop and manage diverse programs and projects for cities, counties and other entities in the nine county RNDC region. The ideal candidate should be passionate about their work, curious to find solutions for locally identified issues, and be motivated by working on a diverse portfolio of work.

The senior regional planner performs coordination of planning activities with moderate complexity as a part of our small, creative, professional team with great comradery, whose work makes a difference in rural Minnesota. This position requires technical and professional regional planning work in diverse areas and the ideal individual must enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community orientated.

Strong candidates will have the ability to work well in a professional setting and exercise good judgement in a variety of situations, with the ability to maintain a realistic balance among multiple priorities. The qualified individual will possess excellent written and verbal communications skills and follow the RNDC plain language initiative in all communications. The senior regional planner will work both independently and as part of a team on projects from conception to completion, they must be self-motivated and be able to work under pressure at times. This individual must be energetic, results-oriented and able to create productive working relationships. Position duties are performed under the supervision of the executive director.

Roles and Responsibilities:

- Conducts program development, planning, research and implementation activities for a variety of departments within RNDC.
- Coordinates other special economic development programs as needed.
- Communicates and coordinates with other organizations and like positions statewide.
- Leads projects in a variety of topic areas including:
 - Economic Planning
 - Comprehensive Planning
 - Broadband

- Housing
- Recreation Development
- Ordinance Development
- Coordinates workshops and civic engagement activities/projects as needed.
- Establishes and implements community and economic development annual goals & strategies for the organization.
- Implements economic development assistance programs with local units of government and businesses to improve the overall economic vitality of RNDc.
- Seeks agreement opportunities for additional economic development services.
- Provides community outreach and engagement through place making, crowdfunding, capital asset building and technical assistance.
- Provides grant writing assistance to local units of government and others applying to state and federal programs.
- Prepares and/or assists with federal Economic Development Administration (EDA) grant applications.
- Seeks grant and program opportunities that will engage and empower the region's communities to improve their economic status.
- Monitors availability of relevant grant programs and manages contracts assigned.
- Complies with all mandatory and program related reporting, deliverables and required program related meetings.
- Accountable for annual department income expectations as identified in the annual budget.
- Regularly reports progress to individual local units of government, regional development commission board, and other local committees as determined.
- Works with local and state government staff and other professionals in developing and implementing projects.
- Attends and participates in professional development workshops and conferences to keep abreast of trends and development in the field of planning.
- Serves as a resource for a variety of programs, resources or techniques, such as:
 - Business retention and expansion
 - Community finance methods
 - MN DEED grant programs
 - USDA Rural Development grant programs
 - MN DNR grant programs

Skills:

Ability to:

- Conduct quantitative and qualitative research.
- Read and comprehend established plans and procedures.
- Speak and present to the public and outside agencies.

- Communicate with all sectors of people through superb written and oral communication skills.
- Gather data and develop clear and concise reports.
- Analyze data and information, draw conclusions and propose responsive actions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Follow verbal and written directions and work with supervision to ensure that projects are completed thoroughly, accurately and on time.
- Conduct small group facilitation and meetings.
- Coordinate/facilitate public participation.
- Manage oversight of multiple projects simultaneously.
- Maintain professional working relationships with coworkers and outside agencies.
- Work effectively with community groups and business leaders (outstanding people skills a must).
- Maintain sensitive and confidential information.
- Work both independently and as a contributing team member.
- Operate computers and use Microsoft Office applications for basic word processing, spreadsheets, internet and email.
- Set priorities and multi-task in a busy office environment.
- Work well under pressure.
- Handle stressful situations and deal effectively with difficult customers and situations, including the ability to use good judgement and calming techniques.
- Interpret and apply applicable Federal, State and other regulatory bodies; as well as local laws, codes and regulations.

Qualifications:

- A bachelor's degree in Planning, Urban Studies, Public Administration, Geography, Environmental Studies, Economics, Political Science or a related field.
- Three years of relevant work experience required, five preferred.
- Municipal Planning and City Sponsored Economic Development Program.
- Preferred: Certification by the American Institute of Certified Planners (AICP)
- Fluency in English language sufficient to communicate effectively with internal/external stakeholders and public both verbally and in writing.
- Extensive knowledge of planning processes; comprehensive planning & economic development.
- Experience with grant writing, reporting and processes.
- A valid Minnesota Driver's license.
- Ability to work in the Region Nine service area.
- Ability to occasionally work outside normal business hours. (e.g. some evening meetings and some travel).

Benefits Package:

Employee benefits include health insurance, health savings account with employer contributions, pre-tax flexible spending account, life insurance, PERA retirement benefit, paid holidays and vacation time, sick leave and additional voluntary benefits available.

Join a supportive office culture that has great flexibility to achieve your ideal work/life balance!

How to Apply:

- Applications will be accepted until the position is filled. Preference will be given to applications submitted by Friday, December 29 at 4:30 p.m.
- Send cover letter, resume and application to: Nicole Griensewic Mickelson, 3 Civic Center Plaza, Suite 310, Mankato, MN or nicole@rndc.org. Resumes will not be accepted without a cover letter and completed application. Posting will remain open until position is filled.

This job description is not intended to be all-inclusive. The employee will perform additional reasonably-related job duties as assigned by the executive director.

Region Nine Development Commission reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Salary:

- \$52,266 - \$74,301
- Class D61 - D63
- Depending on qualifications

Region Nine Development Commission is an EOE/ADA Employer.