

# PLANNING AND DEVELOPMENT DISTRICT III YANKTON, SOUTH DAKOTA

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Development Specialist
<b>REPORTS TO:</b>	District Director
<b>SUPERVISORY ROLE:</b>	May supervise interns or other temporary employees
<b>OTHER MANAGEMENT GUIDANCE:</b>	May perform work on behalf of elected or appointed officials, which involves taking direction on expectations and outcomes.
<b>INTRODUCTORY PERIOD:</b>	Six Months

### Primary Area of Responsibility

- ❖ Provides a wide range of community and economic development services that produce project financing, support local and regional planning processes, and generate useful information.
- ❖ Performs assigned work responsibilities in a manner that improves office efficiency, promotes professional collaboration, and enhances organizational revenue.
- ❖ Coordinates specialty services, as necessary, to fulfill assistance contracts.

### Essential Job Functions

- ❖ Conducts basic research on development issues.
- ❖ Provides on-site, direct technical assistance to local governments, special interest groups, and other entities participating in development activities.
- ❖ Monitors state and federal programs to determine their features, deadlines, application procedures, and administrative requirements.
- ❖ Prepares reports and information materials on programs, issues, and activities.
- ❖ Advises local governments and other office clients on project funding packages, development factors, and action alternatives.
- ❖ Prepares applications on behalf of District III or project sponsors to government programs, foundations, or other assistance sources.
- ❖ Provides project administrative assistance to member entities and other project sponsors.
- ❖ Prepares and presents reports to the District III Committee, local governments, and other groups involved with rural development issues.
- ❖ Serves as liaison and/or point of contact between District III and program managers.
- ❖ Represents projects and local officials, as requested, in development discussions with funding and/or regulatory entities.
- ❖ Prepares and presents comments on programs or regulatory issues.
- ❖ Prepares comprehensive development and special purpose plans on behalf of local governments.
- ❖ Supports local governments in the development and implementation of land use policies and regulations.
- ❖ Develops expertise and shares program and project experience, or assigned topic areas, with other staff members.

### Other Activities

- ❖ Will attend evening meetings, within the District III service area, on a regular basis.
- ❖ Will attend out-of-area meetings on a regular basis if necessary.

- ❖ Will attend out of state meetings if necessary.
- ❖ Will be required to stay overnight, as necessary, for certain meetings or events.
- ❖ Must be bondable.
- ❖ Expected to work more than 40 hours per week, if needed, without additional compensation, as allowed by law.

**Skills**

- ❖ Must be able to work under minimal supervision.
- ❖ Must have the ability to work as part of a team.
- ❖ Must be able to formulate and implement solutions to work assignment challenges.
- ❖ Must have the ability to lead a working group or project team.
- ❖ Must possess effective communication abilities, both verbal and written.
- ❖ Must be able to work with a wide variety of personality types and express information in a tactful manner.
- ❖ Must be able to maintain confidential information.
- ❖ Must have the ability to establish work priorities and meet deadlines.

**Education/Work Experience**

- ❖ BA or BS degree in public administration, political science, geography, planning, or related disciplines.
- ❖ MA or MS degree in a field of study that includes elements applicable to community or economic development.
- ❖ A combination of education credentials, work experience, and life skills that together provide a compelling justification for employment consideration.

**Other Essential Requirements**

- ❖ Must be able to work primarily out of the District III office in Yankton, South Dakota.
- ❖ Must be able to meet the travel needs of the position, including access to a personal vehicle for office business.
- ❖ Must be able to operate a motor vehicle and secure a valid South Dakota driver's license.

**Certification**

I hereby certify that I have read and accept the duties and obligations associated with this position. I further acknowledge that this job description does not constitute a contract or guarantee of employment.

I also understand and agree that employment with District III is for no definite period, that employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either District III or the employee.

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Date

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Employee Signature