

**Mo-Kan Regional Council
Job Description**

COMMUNITY DEVELOPMENT PLANNER

Nature of Work

Responsible for directing community development projects and selected programs at Mo-Kan Regional Council, which serves two counties in Kansas and four counties in Missouri.

Primary Duties and Responsibilities *(including but not limited to)*

TRANSPORTATION

Mo-Kan has worked with the Missouri Department of Transportation (MoDOT) over the last 15 years in a variety of capacities, and receives an annual allocation to complete a year-long work plan. In contrast, Mo-Kan does not have formal contract with the Kansas DOT, but continues to offer services as requested. Following are the duties related to transportation planning:

1. Draft the annual work plan and budget for transportation planning in coordination with partner agencies.
2. Refer to work plan for specific duties.
3. Assist communities in Kansas with transportation projects as requested, may include grant writing for bridge/street/drainage improvements, transportation enhancement grants and other planning projects.
4. Implement approved work plan, which includes facilitating meetings, completing quarterly reports, and coordination of regional projects.

COMMUNITY DEVELOPMENT

The community development planner is also responsible for other projects as defined by the executive director, and as requested by local city and county officials. Project may include the following:

1. Preparing Community Development Block Grant applications for new or improved infrastructure, including streets, drainage, sewers, water, etc.
2. Prepare Historic Preservation grant applications for historic properties in both Missouri and Kansas (city halls, courthouses, and other properties).
3. Prepare other grant applications for the good of the organization and region, including grants to the Environmental Protection Agency, Department of Natural Resources, USDA-Rural Development, to name a few.
4. Assist with city-wide comprehensive plans and other community based planning
5. Assist executive director with Economic Development projects, including the Comprehensive Economic Development Strategy..
6. Provide input and assistance with the preparation of agency-wide documents, including newsletters and annual reports.
7. Provide updates to the Mo-Kan website on a regular basis.

Qualifications

A Bachelor's Degree with major emphasis in community development, public relations, planning, economics or related field and three (3) years of professional work experience in community development, regional planning, public administration or equivalent is preferred. Additional education and work experience is a plus. Experience may be substituted for education.

Additionally, individual must have:

- Considerable knowledge and skills of effective methods and practices related to writing grants, particularly in community and infrastructure development.
- Experience with administering or working on a regional or local planning process.
- The ability to communicate ideas and information effectively both verbally and in writing.
- The ability to establish and maintain positive professional working relationships and work well with council members, local government officials, peers, and the general public.
- Personality traits inherent to dedicated public service, honesty, integrity, reliability, common sense, patience and the desire to serve.

Necessary Special Requirements

1. Valid Missouri driver's license and access to a motor vehicle to be used for business travel, including some night and evening driving.
2. Willingness to work evening and weekends as necessary.

For additional information, please contact Tom Bliss at 816-233-3144.

Send resume with references, salary history, and one-page original writing sample by March 10, 2010 to MKRC, 1302 Faraon Street, St. Joseph, MO 64501, or email to tom@mo-kan.org. EOE