



**Position Title:** Community Development Planner

**Location:** St. Joseph, MO

**Classification:** Full-time, Non-exempt

**Salary:** Negotiable based on experience

**Immediate Supervisor:** Executive Director

### **General Function**

The Community Development Planner manages community and regional planning programs and long-range planning for rural/small town communities by providing technical and advisory assistance regarding a variety of disciplines, including; disaster recovery planning, hazard mitigation planning, comprehensive and land use planning, land development and zoning regulations, transportation planning, contract management, site plan review, environmental review, community development, and/or economic development.

The Community Development Planner oversees plan preparation and related research for assigned projects and coordinates planning activities with elected officials, citizen advisory committees, and the general public. The Community Development Planner must analyze census and other statistical data and prepare reports for local governments and community organizations. The Community Development Planner may help formulate grant applications and administer awarded grants programs. The Community Development Planner drafts program budgets and project proposals and may oversee the distribution and monitoring of grant funds to local jurisdictions.

### **Minimum Acceptable Qualifications**

- Education: A Master's degree in planning or a related field is preferred. Bachelor's degree in planning or a related field is required.
- Experience: The Community Development Planner position is not an entry level position.
  - At least four years of professional planning experience or five years of experience working in a unit of local government is preferred.
  - Supervisory experience is highly preferred.
  - Experience in planning and/or related field is preferred, though experience in local or state government will be considered.
  - Experience with Community Development Block Grant (CDBG) and/or Economic Development Administration (EDA) funded projects or programs is preferred.
- Skills:
  - A thorough knowledge of the principles and practices of community development planning is required.
  - Strong verbal and written communication skills are required.
  - A research background is required.



224 North 7th Street  
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816-233-3144

- Skills (cont.)
  - Computer skills, including word processing, database management, document design, and presentation software is required.
  - Knowledge of other planning related software such as AutoCAD, ESRI, ArcGIS/ArcMAP, etc. is preferred.
  - The ability to compile and analyze technical and statistical data is required.
  - The ability to work with minimal supervision, meet deadlines, and work efficiently in non-routine situations is required.
  - The ability to work effectively with the public and elected officials is required.
  - The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.
- Certification: American Institute of Certified Planners (AICP) certification is preferred.
- Other: Occasional day travel (150-mile radius) is required and may include occasional overnight stays. The position requires attending occasional evening meetings.

### **Essential Duties and Responsibilities**

- Provides technical and advisory assistance to local governments and other public entities specializing in disaster recovery planning, hazard mitigation planning, comprehensive and land use planning, land development and zoning regulations, site plan review, transportation planning, community development, economic development, rural/small town planning, and/or regional planning and participates in and directs the preparation of plans, programs, budgets, technical reports, and land development regulations.
- Develops and makes recommendations to local/regional government entities by directing planning activities with citizen advisory committees, elected or appointed officials, the general public, and professional planning staff.
- Facilitates the development of potential sources of contracts for Mo-Kan and its clients by preparing and presenting project proposals to local, state, and federal governments, and other public entities.
- Represents Mo-Kan and its clients to other government jurisdictions on relevant matters by attending meetings, workshops, seminars, and other similar activities as may be assigned.
- Compiles and analyzes census data and other statistical data and prepares projections and reports on data analysis.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds
- Remains competent and current through self-directed professional reading, developing professional contact with colleagues, attending professional development courses, and attending training and/or courses required by the Executive Director.
- Contributes to the overall success of Mo-Kan and its clients by performing other essential duties and responsibilities as assigned.





### **Supervision**

The Community Development Planner is supervised by the Executive Director.

### **Compensation and Benefits**

The salary range for this position is dependent on the candidate's education and experience. This position, as posted, is full-time, 32 hours per week, 4 day workweek Monday-Thursday, with benefits. Benefits include health, life, vision, and dental insurance, paid time off, and Missouri Local Government Employees Retirement System (LAGERS) retirement plan.

### **Additional Information**

Mo-Kan is a designated Regional Planning Commission (RPC) and Economic Development District (EDD), recognized by the states of Kansas and Missouri and the federal government, serving four counties in Northwest Missouri and two counties in Northeast Kansas, centered and headquartered in St. Joseph, Missouri.

Please visit our website: [www.mo-kan.org](http://www.mo-kan.org) to learn more about our organization.

**Mo-Kan Regional Council is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711**

### **To Apply**

Applicants should email a resume, cover letter, and three professional references to Trevor Tutt, Executive Director at [trevor@mo-kan.org](mailto:trevor@mo-kan.org)



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