

PLANNING AND DEVELOPMENT DISTRICT III YANKTON, SOUTH DAKOTA

JOB DESCRIPTION

JOB TITLE:	Community Development Specialist
REPORTS TO:	District Director
SUPERVISORY ROLE:	May supervise interns or other temporary employees
OTHER MANAGEMENT GUIDANCE:	May perform work on behalf of elected or appointed officials, which involves taking direction on expectations and outcomes.
INTRODUCTORY PERIOD:	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.
- ❖ Sales of the Governor's House Program units and primary liaison to South Dakota Housing
- ❖ 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, as necessary.

- ❖ Will attend out-of-area meetings 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.
- ❖ Salaried position – expected to work a minimum of 40 hours per week. May be expected to work more if necessary.

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.
- ❖ 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 out of the District III office in Yankton, South Dakota. This is NOT a remote position.
- ❖ Must be able to meet the travel needs of the position.
- ❖ 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.

Date

Employee Signature