

EMPLOYER: FLINT HILLS REGIONAL COUNCIL

POSITION TITLE: Community Development Planner

POSITION CLASSIFICATION: FTE (Full-Time), Exempt with Benefits

SALARY RANGE: \$40,000.00 - \$50,000.00 Annually

REPORTS TO: FHRC Director

POSTION SUMMARY:

Under the supervision of the FHRC Director, the Community Development Planner is responsible for assigned community and economic development efforts related to federal grant applications, communication and outreach to the public and communities of the Flint Hills Region.

DUTIES AND RESPONSIBILITES:

- Provide information and programs on current Economic and Community Development issues facing local governments.
- Analyze and research on various USDA, FEMA, OEA, EDA, CDBG and other state and federal funding and program opportunities.
- Write and administer federal and state funding and program opportunities.
- Develop and implement programs to meet federal and state opportunities concerning economic, regional and sustainable development.
- Seek and secure funding for meeting economic development, community infrastructure needs, environmental and hazard mitigation needs of the region.
- Develop presentations, programs and seminars concerning community and economic development opportunities in the region.
- Serve as a representative of the Flint Hills Regional Council to state and local governments, and community and regional organizations.
- Implement USDA, HUD, CDBG, EDA and other grant programs.
- Develop and implement a community outreach and information program and maintain the Flint Hills Regional Council website and other social media platforms.
- Perform other duties assigned.

KNOWLEDGE/SKILLS/ABILITIES:

- Detail-oriented, strong writing skills, ability to plan and coordinate.
- Excellent communication skills, self-motivated and ability to work independently.
- Strong interest in public infrastructure, rural development and knowledgeable about economic development issues.

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- Proficient in Microsoft Office products, willingness to learn and adapt to evolving software such as cloud-based tools and production systems.
- Ability to work well with a diverse group of individuals that includes co-workers and the public.
- Experience with GIS is preferred.

EDUCATION AND EXPERIENCE:

Master's Degree in Planning or Public Administration is preferred. Bachelor's Degree from an accredited college or university with a major emphasis in Planning, Public Administration, Community Development or related fields and two years of relevant experience is required.

PHYSICAL REQUIREMENTS:

Must have a valid driver's license. Reliable and insured POV for regional travel is required. Ability to lift files, open filing cabinets and bend or stand as necessary. Minimum lifting weight is 25 pounds.

SUPERVISORY RESPONSIBILITY: FHRC Intern.