

KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY (KIPDA)  
POSITION DESCRIPTION

Class Title: Community and Economic Development Specialist

Division: Community and Economic Development

Supervisor: Director of Community and Economic Development

Supervises: None

Class Characteristics: Under general direction, provides assistance to local governments within the region to enable economic and community growth; assists in obtaining funding for projects; writes and administers grants, provides assistance to ensure compliance with funding agencies; updates economic development plans; updates hazard mitigation plans; performs other duties as required.

General Duties and Responsibilities:

Essential:

1. Provides technical assistance to local governments, including cities, counties, planning commissions, and water districts in areas regarding planning and zoning, environmental concerns, grant administration, and other miscellaneous matters that relate to overall planning, growth, and development within the region. Assists local governments in establishing incentives to attract and retain new and expanding businesses.
2. Answers questions concerning potential funding sources.
3. Assists local governments and not-for-profit agencies in preparing grant and loan applications.
4. Administers federally funded projects (i.e., CDBG, EDA, etc.)
5. Updates federally required regional plans.
6. Organizes the Regional Planning Council.
7. Prepares community and economic development plans.
8. Provides conciliation concerning potential projects.
9. Attends and presents information to public and committee meetings.
10. Ensures compliance of environmental regulations, labor laws, and other federal/state laws and administrative regulations.
11. Promotes the agency's development services through discussion with local business groups, chambers of commerce, and lending institutions.
12. Attends and participates in seminars, conferences and workshops to remain current on community and economic development.
13. Meets with a variety of officials on behalf of KIPDA to interpret and explain aspects of agency work.
14. Performs other duties as requested.

Non-essential: None.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree in public administration, business administration, urban planning, or closely related field supplemented by two years' related work experience, preferably in a regional agency.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Thorough knowledge of state regulations, policies and procedures dealing with economic and community development in local governments.
2. Thorough knowledge of applicable federal and state laws and administrative regulations.
3. Thorough knowledge of the location and types of business and industry in the region.
4. Thorough knowledge of financial administration.
5. Thorough knowledge of basic principles and practices of financial packaging.
6. Thorough knowledge of demographics of the region.
7. Thorough knowledge of the principles and practices of regional planning.
8. Thorough knowledge of the organization, functions and problems of local government.
9. Thorough knowledge of social and economic conditions within the area.
10. Thorough knowledge of grant and loan programs available to local governments.

Skills:

1. Oral and written communication skills.
2. Skill in presentation of information.
3. Leadership skills.
4. Organizational skills.
5. Technical writing skills.
6. Familiarity with GIS and InDesign a plus.

Abilities:

1. Ability to communicate effectively, orally and in writing.
2. Ability to be organized and punctual.
3. Ability to initiate, organize, and manage grant applications; ability to administer approved projects.
4. Ability to systematically compile and interpret technical and statistical data; ability to assess the effectiveness of solutions.
5. Ability to work with little supervision and work well under time constraints.
6. Ability to establish and maintain effective working relationships with public officials, employees, and the general public.
7. Ability to work on multiple projects at the same time.

ADDITIONAL INFORMATION

Instructions: Very general; must use own judgment most of the time.

Processes: Frequently requires refining existing work methods and developing new techniques, concepts, or programs within established limits or policies.

Review of Work: Work is reviewed by the Division Director upon request.

Analytical Requirements: Assignments frequently involve decisions based on a wide knowledge of many factors where applications of advanced or technical concepts are predominantly required.

Tools, Equipment and Vehicles Used: Must use normal office equipment (computer, calculator, copier, printer, phone, etc.); must use vehicle as a requirement of the job.

Physical Requirements of the Job: Work is typically performed indoors in a climate-controlled office environment at a desk or table requiring intermittent sitting, standing and stooping; must lift objects weighing less than 25 pounds as a requirement for the job; must operate a vehicle as a requirement of the job.

Contacts: Public and internal contacts are a requirement.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Advanced.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Availability: Must be able to attend meetings during evenings and weekends.

Certification Requirements: Grants administration (CDBG).

Additional Requirements: None.

Overtime Provision: Exempt.

Beginning Salary Range: \$40,000

To Apply: Please send cover letter, resume and transcripts to [kellytyra.cecil@kipda.org](mailto:kellytyra.cecil@kipda.org); deadline to apply is until the position has been filled.  
EOE