

**IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS  
COMMUNITY DEVELOPMENT SPECIALIST**

**Position:** Community Development Specialist

**Supervises:** None

**Department:** Development

**Gives work direction to:** None

**FLSA Status:** Exempt

**Reports to:** Director of Development

**Revision date:** August 2020

---

**POSITION SUMMARY**

At will position appointed by the Executive Director and under the general direction of the Director of Development. Responsible for providing planning, community, and economic development administrative and technical assistance to INRCOG and its individual member cities and counties. Assures compliance with local, state and federal codes and standards.

**ESSENTIAL JOB DUTIES**

- Assists in the identification of community and economic development needs of members and in providing subsequent planning and implementation of programs and services to satisfy those needs.
- Develops, implements, maintains, and updates a variety of plans including, but not limited to community comprehensive plans, recreation plans, hazard mitigation plans, watershed, regional comprehensive economic development strategies, and housing needs assessments in compliance with state and federal standards, specifications, codes and regulations member cities and counties and the region.
- Prepares, reviews, submits, and administers grant applications in a timely manner.
- Prepares zoning and subdivision ordinances and Capital Improvements Programs.
- Provides planning and zoning technical assistance.
- Leads community planning sessions.
- Prepares, maintains, updates, and completes required reports to regulatory agencies.
- Provides assistance to local governments, citizens and interest groups in obtaining information regarding technical assistance provided by INRCOG.
- Attends and participates in meetings of various city councils, county boards of supervisors, ad hoc committees and planning and zoning commissions.
- Apprises board and council members of project status, including any relevant problems or issues.
- Conducts research and recommends policy as needed and required.
- Responds to inquiries from the public, property owners, and public elected and appointed officials.
- All other job duties as assigned by the Director of Development and/or the Executive Director.

## **INCIDENTAL JOB DUTIES**

None

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Advanced knowledge of planning practices and techniques, including pertinent laws, regulations and legislation.
- Advanced knowledge of organization and functions of municipal and county government.
- Ability to access, read, interpret and apply technical information, including local ordinances, laws, and regulations.
- Ability to proficiently operate standard office equipment and a personal computer with software programs for word processing, spreadsheets, e-mail, and internet.
- Ability to interact with the public and elected and appointed public officials in a positive, courteous manner.
- Ability to perform standard arithmetic and statistical calculations and possess a basic knowledge of bookkeeping and accounting functions.
- Ability to establish effective working relationships with coworkers and supervisors.
- Ability to communicate clearly, both orally and in writing and to organize and verbally present complex material in a manner that is easy to understand.
- Ability to maintain accurate records.
- Ability to attend work regularly at the designated time and place and the ability to work under strict time constraints.
- Ability to safely perform a range of physical activity including walking, standing, bending, twisting, and kneeling, using hands and arms to grasp or reach, and lifting, carrying, pushing and pulling.
- Sufficient personal mobility that permits the employee to work in an office environment and to travel throughout a six-county region to meet with elected and appointed officials.

## **ENTRY REQUIREMENTS**

**Education/Training:** Bachelor's Degree in Planning, Public Administration, Geography or related field with a Master's Degree in Planning or related field and AICP certification preferred;  
and

**Work Experience:** Minimum of two years of experience in municipal or regional planning or closely related field;

or

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

**Required licenses, registrations and certifications:** None, except State of Iowa Drivers License or ability to provide own transportation and driver for frequent travel.

**Required post-offer physical examinations:** Employer may require a physical examination that complies with state and federal guidelines.

**Required drug testing:** None

**Residency requirement:** None

**Other testing required:** Employment contingent on satisfactorily passing an oral interview process.

**WORK ENVIRONMENT**

Most work is performed indoors in an office setting. Work includes working at a desk for extended periods of time; working with computers and other office equipment; moving throughout an office complex and from place to place throughout a six-county area; and working directly with elected and appointed public officials. Work may also involve frequent interruptions.

**HOURS OF WORK**

Minimum of 40 hours per week, Monday through Friday. Start and finish times may vary dependent on assignment. May be required to work additional hours or to change hours with minimal notice and to work evenings and/or weekends to attend meetings or as required for the operation of the agency. Frequent travel throughout the six-county region is required.

- 
1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The employer reserves the right to change or reassign job duties or combine positions at any time without prior notice.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date