

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: ~~December 2018~~ August 2024

Position Title: Community Development Specialist

Status: Non-Exempt

Department: Community Development

Approved: _____

Accountable to: Community Development Director

Primary Objectives

Performs skilled planning and administrative work directing and coordinating the Community Development functions of the City. This position serves a variety of functions related to planning, economic development, zoning review, code enforcement, rental housing, vacant buildings, communications, and various administrative functions.

Supervision Received

Works under the general supervision of the Community Development Director. ~~Works jointly with the Building Official and Administrative Assistant.~~

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

Planning

- ~~*1.~~ Performs day-to-day planning reviews and answers inquiries into building requirements as it relates to the City's Zoning Code.
- ~~*2.~~ Provides information on the City's land use application processes and general timelines.
- * 3. ~~Reviews and approves permits after conducting zoning reviews.~~ Conduct zoning review of permits and coordinates engineering reviews of permits as needed and processing all zoning permits.
- 4. Position works closely with the Building Official and Office Assistant positions in the organization and processing of permits, inspections and code enforcement.

Economic Development

- ~~*4.~~ Assists the Community Development Director in economic development and redevelopment projects through outreach to businesses, planning events and recruitment.
- ~~*5.~~ Creates and facilitates the creation of marketing materials for economic development.
- ~~*6.~~ Attends promotional functions and local events as a representative of as requested by the Community Development Director Department including but not limited a liaison to community organizations such as the Chamber of Commerce and school district as needed.
- ~~*7.~~ Assists the Community Development director on the overall economic development plan, strategy and implementation of that strategy.

~~Code Enforcement/Rental Housing/Vacant Building~~

- ~~*8.~~ Oversees and assists with all aspects of Code Enforcement as it relates to zoning, which may include review and determination, facilitating the process, and potentially assisting with inspections if needed.
- ~~*9.~~ Oversees and assists the Rental Housing program which includes coordinating notices, ensuring inspections, and monitoring licensing.
- ~~*10.~~ Oversees and assist in the Vacant Building program which includes coordinating notices, ensuring inspections, and monitoring progress.
- ~~*11.~~ Attends and assists the Administrator and the Community Development Director with function of the Economic Development Authority.

~~Administrative~~

- 12. May provide general customer service to residents as they visit City Hall in the absence of office assistance.
- 13. Assists with the annual reporting for Metropolitan Council, MPCA and other agencies.
- ~~—13. Oversee and assist in general workflow of City Hall administrative functions. Organizes the Farmers Market through vendor recruitment, promotion and day-to-day coordination under the direction of the Community Development Director.~~
- 14. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ ~~Considerable k~~Knowledge of planning and zoning functions.
- * ➤ ~~Considerable knowledge zoning functions and administration.~~
- * ➤ ~~Considerable k~~Knowledge of reading, interpreting, analyzing, apply and enforce the Zoning City Code and relevant statutory and regulatory requirements.

- * ➤ ~~Considerable k~~Knowledge program management and coordination.
- Working knowledge of the functions, organization, staffing and operations of City Departments.
- * ➤ Considerable ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- * ➤ ~~Considerable a~~Ability to operate standard office equipment using word-processing, databases, and file management.
- * ➤ ~~Considerable a~~Ability to work cooperatively with other departments to meet the needs of the City Council.
- * ➤ ~~Considerable ability to communicate effectively and tactfully, both orally and in writing, including making presentations.~~
- * ➤ ~~Considerable a~~Ability to ~~effective~~work collaboratively in a team setting as both a leader and a participant.
- * ➤ ~~Considerable a~~Ability to maintain confidentiality and to read, understand and enforce policies and procedures.
- * ➤ ~~Considerable ability to detect and correct errors and to develop and maintain a comprehensive program record keeping system.~~
- * ➤ Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully, both orally and in writing and to maintain effective working relationships with City staff, public officials, commission members, businesses owners, state and county agencies and the public.
- * ➤ Considerable ability to organize and prioritize work, meet deadlines and to manage multiple tasks in a timely manner.
- * ➤ ~~Considerable ability to analyze, interpret and apply or enforce the City code and relevant statutory and regulatory requirements.~~
- * ➤ Considerable ability to respond to questions and requests for information on a large variety of municipal issues.
- ~~Working ability to sit for long periods of time and to operate a personal computer including word processing and spreadsheet software.~~
- ~~Working ability to supervise and motivate staff.~~

DESIRED QUALIFICATIONS

- Previous public sector work experience, such as an internship, in planning, zoning, economic
- Related certification in or on the path of completing a related certification such as Economic Development Finance Professional (EDFP), American Institute of Certified Planners (AICP), or IEDC's Certified Economic Developer (CEcD)

MINIMUM QUALIFICATIONS

- Two years of experience working in Municipal or County government or related with a preference in zoning, building or planning or two years' experience in previous public sector work.
- Knowledge of standard software including Microsoft products and general office equipment.
- Strong oral and written communication skills and ability to organize.
- Valid driver's license

~~*Note: Asterisked items are essential to the job.~~