

**City of  
ST. FRANCIS**

**POSITION PROFILE**

**Effective Date:** August 2024

**Position Title:** Community Development Specialist

**Status:** Non-Exempt

**Department:** Community Development

**Approved:** \_\_\_\_\_

**Accountable to:** Community Development Director

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**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.

**Supervision Exercised**

None.

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**MAJOR AREAS OF ACCOUNTABILITY**

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. 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.
5. Assists the Community Development Director in economic development and redevelopment projects through outreach to businesses, planning events and recruitment
6. Creates and facilitates the creation of marketing materials for economic development.

7. Attends promotional functions and local events as a representative of the Community Development Department including but not limited a liaison to community organizations such as the Chamber of Commerce and school district as needed.
8. Assists the Community Development director on the overall economic development plan, strategy and implementation of that strategy.
9. 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.
10. Oversees and assists the Rental Housing program which includes coordinating notices, ensuring inspections, and monitoring licensing.
11. Oversees and assist in the Vacant Building program which includes coordinating notices, ensuring inspections, and monitoring progress.
12. Attends and assists the Administrator and the Community Development Director with function of the Economic Development Authority.
13. May provide general customer service to residents as they visit City Hall in the absence of office assistance.
14. Assists with the annual reporting for Metropolitan Council, MPCA and other agencies.
15. Organizes the Farmers Market through vendor recruitment, promotion and day-to-day coordination under the direction of the Community Development Director.
16. Other duties as assigned.

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

- Knowledge of planning and zoning functions.
- Knowledge of reading, interpreting, analyzing, apply and enforce City Code and relevant statutory and regulatory requirements.
- 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.
- Ability to operate standard office equipment using word-processing, databases, and file management.
- Ability to work cooperatively with other departments to meet the needs of the City Council.
- Ability to work collaboratively in a team setting as both a leader and a participant.
- Ability to maintain confidentiality and to read, understand and enforce policies and procedures.

- 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 respond to questions and requests for information on a large variety of municipal issues.

### **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 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