

**GREEN RIVER AREA DEVELOPMENT DISTRICT  
JOB DESCRIPTION**

**POSITION TITLE:** Community Development Planner

**FAIR LABOR STANDARD CLASSIFICATION:** Exempt

**ESSENTIAL JOB FUNCTIONS**

1. Work with local, state and federal partners to develop and administer Community Development Projects including, but not limited to, those involving Economic Development Administration, Community Development Block Grant, Kentucky Infrastructure Authority, Delta Regional Authority, Environmental Protection Agency and USDA - Rural Development.
2. Provide technical assistance, grant writing and administration to cities, counties and other local agencies in the development of projects including, but not limited to, Homeland Security, Hazard Mitigation, E911, Law Enforcement Protection Program.
3. Work in a team environment through research and analysis of data to prepare various strategic and long-range plans related to multi-disciplinary regional planning for communities within the GRADD region including, but not limited to, comprehensive planning, water, wastewater and stormwater management and economic development.
4. Research and respond to various requests in order to serve the GRADD cities and counties.
5. Seek out new initiatives and funding/grant opportunities consistent with GRADD's mission and interests of member cities and counties.

**OTHER JOB RESPONSIBILITIES**

1. Assist with special projects as requested.
2. Represent the GRADD CED department by assisting, maintaining and serving on various committees and task forces as necessary.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

**Degree Required:** Bachelor's degree in planning, public administration, political science, economics or related field.

**Experience Required:** Two years of related experience preferred.

**Skills Required:** Must be detailed oriented, well organized, possess a team approach to problem solving, handle multiple tasks, and collaborate with other staff, local officials and the general public on a regular basis. Applicant must possess excellent written and oral communication skills. Experience in Planning and Zoning preferred.