

## **GREEN RIVER AREA DEVELOPMENT DISTRICT**

### **Community Development Planner**

The Green River Area Development District (GRADD) is seeking applicants for a full-time Community Development Planner to work within our Community & Economic Development department. The Community & Economic Development department serves the seven county GRADD region by responding to the needs of the region while planning strategically for the future through the development and administration of projects to increase community development, economic development, rural development, environmental protection, hazard mitigation, infrastructure resiliency, housing, and address planning and zoning needs of our communities.

This position provides assistance to local governments within the region to enable economic and community growth; assists in obtaining funding for projects; provides project assistance to ensure compliance with funding agencies; and performs related duties as required. This position works closely with the Department for Local Government (DLG), local elected officials, and other state and federal agencies.

### **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.

### **EDUCATION AND SKILLS REQUIRED**

This position requires a bachelor's degree in planning, public administration, political science, regional & urban planning, or a related field. The applicant must possess excellent oral and written communication skills. The applicant 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. Applicants must possess excellent oral and written communication skills.

### **ABOUT GRADD**

The Green River Area Development District (GRADD) is a regional planning agency serving the communities of Daviess, Hancock, Henderson, McLean, Ohio, Union, and Webster counties in Kentucky. GRADD offers assistance in the fields of aging, health and social services; community and economic development; transportation planning; and workforce development. The mission of GRADD is to afford local governments and citizens a regional forum to identify issues and opportunities; and to provide leadership in planning and implementing programs to improve the quality of life in our district.