

**CITY OF KEWAUNEE
COMMUNITY & ECONOMIC DEVELOPMENT PLANNER & GRANT WRITER**

The City of Kewaunee, Wisconsin (population 2,952), is currently accepting applications for the full time position of Community & Economic Development Planner & Grant Writer. This is a key management position reporting to the City Administrator, responsible for the planning, marketing and research work in developing, maintaining and implementing the City's many plans. Position provides technical assistance to the Common Council, the Plan Commission and works closely with the Zoning Administrator on economic and community development matters vital to the City's future development.

In the short term the position will develop the City's Harbor Master Plan. In the long-term, the position shall take the lead on completing the tasks demarcated in the City's Comprehensive Plan, Park and Outdoor Recreation Plan, Waterfront Plan, Integrated Planning Document and Retail Market Analysis. The position is also tasked with developing funding proposals in pursuit of city plans and creating relationships to assist in funding efforts. General responsibilities include coordinating and implementing actionable work items, (projects and programs) that support commercial, office and industrial development; business attraction; business retention; development of public facilities and infrastructure; small business development initiatives; and other economic development, redevelopment or capital improvement programs or projects.

The ideal candidate will possess a successful track record of three to five years of previous experience in Community Development, Economic Development, or Municipal Planning; a Bachelor's Degree and/or five (5) years of equivalent training or experience in urban or regional planning, economic development, urban design, or marketing in any combination that provides the desired knowledge, skills and abilities. The position requires strong project management and outstanding communication skills.

A 6 month probationary period is mandatory. Wage will be determined based upon qualifications with a minimum starting salary of \$45,000. A job application and job description may be obtained at Kewaunee City Hall, 401 Fifth Street, Kewaunee, WI 54216, or on the City website: www.cityofkewaunee.org. A completed application, cover letter, resume along with five work-related references are to be mailed to: City Administrator, City of Kewaunee, 401 Fifth Street, Kewaunee, WI 54216 and are due by 4:30 p.m. October 22, 2018. Residency is not required, but is encouraged. **Incomplete applications will not be considered.**

The City of Kewaunee is an Equal Opportunity Employer.

Fred P. Schnook
City Administrator