

## **CITY OF KEWAUNEE JOB DESCRIPTION**

**JOB TITLE:** Community & Economic Development Planner & Grant Writer  
**DEPARTMENT:** Administration  
**DATE APPROVED:** September 10, 2018

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### **SUMMARY DESCRIPTION:**

Under the direction of the City Administrator, this position provides professional level management support to the City of Kewaunee Mayor, Common Council and executive team (administrator and department heads) through community & economic development and redevelopment planning, marketing and research work in developing, maintaining and implementing the City's many plans. 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. This position coordinates and works closely with City Committees, Sub-committees and City Department Heads assuring the development of the City's Harbor Master Plan; Implement the actionable steps in the City's Waterfront Plan; Implement the actionable steps in the Integrated Plan; Implement the actionable steps in the Commercial Market Analysis; development of the City's revolving loan fund to fix-up blighted buildings. Oversee the annual Capital Improvement Planning (CIP) process and assist with grant & foundation proposal development to ensure the outcomes of the CIP are achieved.

### **DISTINGUISHING CHARACTERISTICS:**

This is a full time, salaried position and classification that serves as a Planner and Coordinator, facilitating the completion of the City's future community and economic development plans. Many of the plan's outcomes are ambiguous, needing further clarification; have over-lapping committee & departmental jurisdictions; competing programmatic and funding goals or objectives. The Community & Economic Development Planner & Grant Writer also establishes a presence in the community and region, with a focus on developing public and private partnerships. Administers complex planning studies and development applications; reviews applicant proposals; reviews development regulation amendments, re-zonings, site plans and plats. Develops funding proposals in pursuit of city plans, create relationships to assist in funding efforts. Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and funders; maintains confidentiality of work-related issues. Work involves considerable public contact and is performed with independence under general supervision, ensuring all City, State and Federal rules and regulations are followed.

### **ESSENTIAL JOB DUTIES:**

(The functions of the classification may include, but are not limited to, those listed below)

- Take the lead on completing the tasks demarcated in the City's Comprehensive Plan, Park and Outdoor Recreation Plan, the Waterfront Plan, Integrated Planning Document and Retail Market Analysis.
- Coordinates day-to-day operations related to Community & Economic Development activities, including but not limited to the City's business recruitment, retention and expansion efforts.
- Coordinates projects by working with city staff and community leaders, determining needs,

analyzing trends, scheduling and coordinating meetings, implementing strategies, preparing and submitting reports, and developing solutions and strategy analysis.

- Builds and maintains community relationships by representing the city as liaison, reporting and/or presenting to the community groups, and serving on various committees.
- Conducts research to identify emerging needs, trends, and services related to assigned area of offerings, and compiles and analyzes data.
- Assists in site analysis by preparing information packets, working with developers, realtors and area landowners, researching properties and businesses, and participating in facilitation of prospect tours.
- Create an Economic Development property listing of available City land for sale; promotes the development of Ellis Point, the City of Kewaunee Industrial Park and other publicly owned City land, promoting the sale of lots, and the appropriate development of same.
- Prepares proposals to clients and responds to inquiries/requests for information.
- Coordinates meeting opportunities by responding to developer inquiries.
- Documents, tracks and generates reports regarding efforts through a client-tracking database.
- Assists in developing, utilizing and monitoring program budget.
- Identifies funding opportunities and develops grant and foundation proposals, applications, contracts and other necessary documents to increase City funding; participates in writing and administering grants.
- Develops strategies pursuing fulfillment of completion of City plans; provides monthly reports and requested updates.
- Maintains a liaison with various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
- May hold public meetings with government officials, land developers, lawyers, special interest groups, and the general public to develop or address issues regarding City land use.
- Provides a high level of customer service to the public by providing information on services and events available in within the City and throughout the greater Kewaunee community.
- Performs other duties as may be assigned by the City Administrator.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Three (3 to 5) years of previous experience in Community Development, Economic Development, or Municipal Planning preferred; a Bachelor's Degree and/or five (5) years of equivalent training or experience in urban or regional planning, environmental planning, urban design, economic development or geography in any combination that provides the desired knowledge, skills and abilities is qualifying.
- Knowledge of planning and zoning principles, computer modeling or statistical techniques, as well as experience working with Microsoft Word, Excel, and PowerPoint.

### **Knowledge, Skills and Abilities:**

- Knowledgeable of applicable federal, state, and local laws, rules, ordinances, statutes, and regulations.
- Knowledge of Project Management techniques: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.
- Knowledge of Analytical Research Methods; preparing background research on planning related topics; analyze geographical data to help determine the best use of land within the City.
- Knowledge of successful grant and foundation proposal writing techniques and how to conduct

funding opportunity research.

- Skill in planning, assigning, and performing complex work activities; program coordination principles and techniques
- Skill/proficiency in the use of the Internet, of computer software programs and applications.
- Communication Skills: Excellent written, verbal and public presentation skills are required.
- Skill in report preparation methods and maintaining accurate and timely records.
- Skill in research methods; both quantitative and qualitative techniques.
- Skill in marketing and/or public outreach principles
- Skill in public relations principles
- Skill in grant development and contract administration practices.
- Skill in reasoning: Position requires the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the City, enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units.
- Ability to prepare a variety of reports; compile and analyze data in easy to understand formats.
- Ability to coordinate program activities amongst several groups who may have conflicting interests while ensuring compliance with applicable program requirements.
- Ability to conduct outreach activities; perform group facilitation.
- Ability to assess the consequences and outcomes of program initiatives.
- Ability to build strong relationships between the business community and the City
- Ability to obtain a valid Wisconsin's Driver's license and a vehicle or the ability to physically attend meetings within the County, Region or State of Wisconsin.
- Ability to work a varying shift that includes mornings, evenings and holidays.
- Ability to establish and maintain effective working relationships with associates, visitors, customers, government representatives and vendors.
- Ability to deal tactfully and diplomatically with the general public and other government agencies regarding relevant codes, regulations, policies and procedures.
- Ability to have a flexible schedule: The number of hours of worked per week will be flexible to meet the demands of public meetings which are often held in the evenings.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Tasks require the ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds and less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation. Work is occasionally performed outdoors, with some work requiring tours or site visits as needed.

*(The work environment characteristics and physical demands described here are representative of those an employee encounters or must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*