

DIRECTOR FOR REGIONAL PLANNING & COMMUNITY DEVELOPMENT FULL JOB DESCRIPTION

This is a management and professional position involving the development, supervision and management of the Networks Northwest's Regional Planning & Community Development Department. This individual is directed by and responsible to the CEO of the Agency which makes all final decisions regarding the program, policies and recommendations. This individual must have the ability to supervise a professional staff of planners.

This position includes, but not limited to, working knowledge of the principles, practices and techniques of planning and community development; ability to supervise the work of professional and support staff; working knowledge of Federal and State planning and community development programs; working knowledge of the current methods for collecting, analyzing and interpreting data; an understanding and ability to work with local units of government; ability to make presentations to stakeholders and the public; ability to express oneself clearly and concisely, both verbally and in writing; ability to keep accurate records and prepare analytical reports; ability to identify and pursue grant opportunities and manage a departmental budget; ability to work with other professionals and the general public; ability to manage, direct, motivate and develop professional and support staff; ability to manage confidential information. Proficiency in the Internet, MS Word, Excel, and PowerPoint is required.

This is a full-time, salaried position that occasionally requires some auto travel and time out of the office beyond normal professional work hours. An agency vehicle is available for use when travel is needed. A valid Michigan driver's license and the ability to be insured is required.

A minimum of Bachelor's degree in urban/regional planning, transportation planning, economics, civil engineering, public administration or a related field, and five years of progressively responsible planning experience including supervision experience. Preference to AICP certification holders. NOTE: A Master's degree is preferred and may substitute for two years of planning experience.

For questions regarding this position, please contact Matt McCauley, CEO of Networks Northwest, at mccauley@networksnorthwest.org or 231-929-5061.

Please e-mail all applications (including cover letter, resume, and short writing sample) to mccauley@networksnorthwest.org. Applications will be accepted until 1/18/19. Interviews will be held the week of 1/28/19 and an expected start date on or before 3/1/19.

Networks Northwest is an Equal Opportunity Employer.