

South Eastern Council of Governments (SECOG)

Title:

Community Development Manager

Hiring Range:

\$66,194-\$99,291 annually and a strong benefit package including the South Dakota Retirement System (pension based system)

Job Summary:

Due to expanded growth in the organization and to better prepare for transition planning for the upcoming retirement of the Executive Director in five to six years, the South Eastern Council of Governments has undergone a reorganization and created a new position of Community Development Manager. This position will eventually be one of three department heads in the organization. The position will report to the Executive Director and will directly supervise 3.5 planning FTE that are engaged in community development, land use planning, comprehensive planning, GIS, and the Sioux Falls Metropolitan Planning Organization.

Examples of responsibilities include: supervising planning staff, advising local governments and development groups on infrastructure funding options, project alternatives, and courses of action; preparing grant and loan applications for rural and economic development programs; preparing construction drawdowns for funding community projects; administering contracts; providing administrative assistance to community development projects; completing environmental reviews; conducting basic research on rural and economic development issues; providing on-site technical assistance to local governments and those groups and entities participating in regional development activities; monitoring state and federal programs to determine their impacts on local government and rural and economic development; conducting Davis-Bacon interviews; preparing reports on programs, issues, and activities; and presenting reports to the SECOG Executive Board and other groups involved with rural and economic development.

The demonstrated ability to work on several projects simultaneously and provide leadership to staff is essential. Attention to detail and time management is imperative. Strong research, writing, analytical and public speaking skills are needed in order to write grant proposals and technical papers and make presentations to both technical and public groups. The candidate must be able to tactfully work with a variety of people and be able to maintain confidential information. Candidate should be a motivated, self-starter with the ability to work independently to meet deadlines with a minimal amount of supervision. The position requires travel within the region, occasional long-distance travel, and evening meetings.

Status:

Fulltime

Minimum Qualifications:

Graduation from a college or university with a bachelor's degree in public or business administration or related field and at least five years of experience in planning and zoning, city or county management, grant writing and project administration, community development or

economic development; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Prior supervision experience is strongly preferred. Possession of a valid driver's license is required.

Deadline:

E-mail resume, cover letter, salary history (verified), and professional references in confidence to:

Lynne Keller Forbes, Executive Director at lynne@secog.org. Review of resumes will begin immediately.

Additional Information:

Visit SECOG's website (www.secog.org), Sioux Falls MPO (www.siouxfallsmmpo.org) and Dakota BUSINESS Finance (www.dakotabusinessfinance.com) to obtain further information about the organization.

SECOG is an equal opportunity employer. Employment offers will be subject to SECOG's pre-employment screening which includes, but is not limited to, the following: references check, education verification, Federal background check, sex offender list, and driving record.