

LINCOLN COUNTY
Job Description

Position Title:	Economic & Community Development Planner
Department:	Planning
Reports To:	Executive Director
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	August 2024

POSITION SUMMARY:

The Economic & Community Development Planner performs technical and professional work by providing economic development and community planning strategy, broadband planning guidance, public engagement and facilitation knowhow, and comprehensive planning analysis in coordination with and at the direction of the Executive Director. The Economic & Community Development Planner also provides technical assistance, research, and communication on topics including, but not limited to, age-friendly planning, grant writing and management, and community development to the Lincoln County Regional Planning Commission (LCRPC) Board, municipal leaders, and other entities in Lincoln County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists Executive Director and other LCRPC staff in carrying out contracts with the Maine Department of Economic and Community Development (DECD); the Maine Connectivity Authority (MCA); the Governor's Office of Policy Innovation & Future (GOPIF); other state and federal agencies; and municipalities.
2. Assists Executive Director and other LCRPC staff in implementation of LCRPC initiatives including the LCRPC Strategic Plan, especially in the areas of sustainable economic and community development, broadband, and intergenerational community building.
3. Provides business, infrastructure, and facilities development assistance to Lincoln County entrepreneurs, companies, municipalities, and nonprofits. This work includes engaging with public and private sectors to foster relationships; providing information and direct assistance to Lincoln County communities, businesses, and nonprofits; and developing responses to issues and information requests from the public and from LCRPC meetings.
4. Assists in implementation of economic and community development projects that strengthen County and municipal assets or address significant issues or problems. This may include, but is not limited to, managing brownfield planning and project oversight; providing Community Development Block Grant (CDBG) planning and technical assistance; and tax increment financing (TIF) planning.

5. Participates in the development and/or review of land use proposals aimed at reinvigorating the commercial and industrial areas of Lincoln County.
6. Creates and facilitates educational workshops/materials for municipalities, businesses, and non-profits on economic and community development; intergenerational community building; and broadband planning topics to name a few.
7. Recommends incentives and programs in support of expanding workforce; broadband; and/or age-friendly opportunities throughout Lincoln County.
8. Researches and analyzes economic and community data for use by LCRPC, Lincoln County towns, businesses, and non-profits, as well as state and federal agencies or organizations.
9. Works on long-range planning projects related to economic and community development, broadband planning, and/or age-friendly initiatives with regional and State partners. This includes working with the Maine Department of Economic and Community Development, the Maine Connectivity Authority, the Governor's Office of Policy Innovation & Future, and others.
10. Provides direct support to County Government and the LCRPC for grant applications and grant management for public and private funding sources on economic and community development issues. Where appropriate, provides grant assistance to municipalities. This may include, but is not limited to, circulating funding opportunity announcements, preparing letters of support for applications, assisting with project development for a specific grant application, and/or grant writing assistance.
11. Provides targeted support to communities engaged in developing comprehensive plans, with a focus on providing technical assistance on economic and community development topics. Support may include but is not limited to, acting as a liaison between State agencies and the municipality; reviewing and editing draft documents; and/or attending meetings to provide technical assistance and support to municipal comp. plan committees on the above-mentioned topics.
12. Other general duties include:
 - Performs related work as required and at the direction of the Executive Director.
 - Fosters relationships with key municipal and County officials and provides liaison with constituent groups.
 - Works with other LCRPC staff to provide information and direct assistance to Lincoln County communities, businesses, and organizations.
 - Attend monthly LCRPC Board meetings.
 - Assists with public meetings, workshops, conferences, and other meetings as requested.
 - Responds to in-person, phone, email, or other routine inquiries for information.
 - Performs general duties, including but not limited to, communications, publications, mailing, and office tasks.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs additional duties as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of the LCRPC.
 2. Be reliable and trustworthy.
 3. Perform time sensitive tasks with accuracy within deadlines.
 4. Be able to work on and manage multiple projects and tasks simultaneously.
 5. Possess effective written communication, public presentation, and interpersonal skills.
 6. Be a self-starter and be able to work with a minimum amount of supervision.
 7. Be punctual for scheduled work and use time at work efficiently.
 8. Be able to work harmoniously with LCRPC staff, board members, and the public.
 9. Perform duties in a conscientious and cooperative manner.
 10. Be neat and maintain a professional appearance.
 11. Possess a valid Maine driver's license.
 12. Maintain confidence by keeping information concerning employees, personnel issues, and County operations confidential.
 13. Demonstrate professional growth and enhancement of technical skills to support changing organizational needs.
 14. Be able to take on added responsibilities as the organization's goals evolve and expand.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is occasionally required to stand and walk. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a very busy office environment at times, with frequent interruptions and deadlines. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish as many tasks as possible within the time available.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 3 years of professional experience directly related to essential duties and responsibilities.
- Effective written communication, public presentation, and interpersonal skills.
- Demonstrated knowledge and application of Microsoft Office. Experience with website design and social media outreach a plus.
- Strong organizational and prioritization skills.
- Strong research and analytical skills, including online research.
- Experience with major state and federal funding programs.
- Ability to work flexible hours on occasion, which may include attending early morning or evening meetings.
- Knowledge of Midcoast Maine preferred.

Education Requirements: The following education requirements are considered essential:

- B.A. or B.S. in regional or community planning; economic and community development; public policy; urban design/architecture; geography; or a related field preferred.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act (ADA), must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date