



CITY OF
Sturgis
MICHIGAN

We're Hiring!

COMMUNITY DEVELOPMENT SPECIALIST

Under the direction of the Assistant City Manager, this position is responsible for supporting and assisting the Assistant City Manager, Community Development Director, and other staff as directed by performing a wide variety of professional, administrative and technical duties related to economic and community development. The incumbent will work to coordinate, market, and develop business projects as well as assist with data collection, organization, policy, marketing, and other special projects as directed.

ESSENTIAL FUNCTIONS:

Assists and advises developers, businesses, real estate professionals, property owners, and other stakeholders interested in Economic or Community Development. Performs studies, research, surveys, statistical work, and analysis to prepare reports and other output on assigned subjects for staff and management. Identifies, investigates, and helps implement economic and community development related incentives for public improvements and private development/redevelopment projects. Communicates with economic and community development stakeholders including but not limited to City Boards and Commissions, the Sturgis City Commission, community organizations, business owners, developers, and the public on various topics related to economic and community development. Assists in the marketing and promotion of economic and community Development. Responds to public and internal inquiries, provides information, explains policies and procedures, resolves routine complaints, or refers questions to appropriate staff regarding economic and community development-related areas. Completes general and miscellaneous duties and other related tasks as assigned.

EMPLOYMENT QUALIFICATIONS:

Knowledge of: *Economic development, community development and local government principles, practices, methods and techniques. *Business development and attraction principles as well as practices, methods and techniques for economic development. *Urban planning, zoning, and development principles and practices. *Marketing, outreach, and communication techniques. *Grant administration requirements and procedures. *Economics, demographics and related statistics. *Small business practices. *Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues. *Project/program coordination and implementation. *Methods and techniques of research, statistical analysis, and report presentation. *Computer applications, software, media, and website content management. *Effective customer service and collaborative problem solving.

Ability to: *Plan, coordinate, maintain and conduct projects and multi-phase programs. *Prioritize and manage multiple tasks. *Prepare and deliver clear, concise and effective formal public presentations, concise written reports, studies and memoranda. *Communicate both orally and in writing, to establish and maintain effective working relationships. *Ability to learn and utilize specialized computer applications and hardware as required. *Deal with problems involving several complex variables in non-standardized situations. *Use tact, discretion, initiative and independent judgment within established guidelines.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: dnorthrup@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.



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COMMUNITY DEVELOPMENT SPECIALIST (cont.)

PHYSICAL REQUIREMENTS:

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

While performing the duties of this job, the employee is regularly required to sit, walk, stand, talk, hear, and required to lift up to 25 pounds unaided. The employee works in an office environment where the noise level is usually quiet. Irregular hours may be required to attend meetings or events evenings or weekends.

EDUCATION AND EXPERIENCE:

Minimum Qualifications: An associate's degree with major coursework in public or business administration, urban planning or a related field with at least five years of experience in economic development, community development, or urban planning OR a bachelor's degree in Public Administration, Business Administration, Urban Planning, or a related field with relevant experience is required. A valid Michigan driver's license is required and must be maintained throughout employment.

Preferred Qualifications: A master's degree in Public Administration, Business Administration, Urban Planning, or a related field with two plus years of experience economic development, community development, or urban planning.

[The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]

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