

**The Community & Economic Development Planning Specialist position will support Ramsey County through coordination, implementation, and accountability of the housing, redevelopment and economic competitiveness strategies identified in the county's [Economic Competitiveness & Inclusion Plan \(ECI Plan\)](#).**

The Community and Economic Development Department is recruiting two planning specialists. One current vacancy will focus on supporting housing infrastructure planning and program management and a second vacancy with that supporting economic growth activities including redevelopment projects and business and entrepreneurship programs.

The positions will provide support to the Community and Economic Development (CED) department's planning and evaluation function including analyzing regulations and statutes, analyzing existing and future program goals, and providing recommendations about program design; to ensure programs are being developed and maintained with a racial equity focus and that programs are developed with and for the community; to perform research and analysis using a myriad of tools which may include GIS (Geographic Information Systems) and Neighborlytics; to analyze and assess data, problems, and issues and their impact on programs; to support Community and Economic Development's data management system; to support program managers in coordinating submission of all plans and grant applications to funding sources, and monitoring implementation of grants and the quality of data collected;

**Duties:** The list below is not all inclusive, it is a general description of the work that will be performed by this position. Duties specific to assigned area are also included below.

- a. Assist in compiling, arranging, analyzing, and interpreting data; conduct field surveys/inspections; prepare research studies, maps, charts, statistical analysis, and report recommendations
- b. Assist in the daily operations of existing housing and redevelopment programs.
- c. Facilitate planning processes to improve department operations
- d. Manage special projects that research and analyze impact to existing and future programs based on statutes, regulations, trends and markets.
- e. Provide development and management of CED's data management system and file management system, including tracking of spending and other measures by program, program area, and geography.
- f. Perform GIS (Geographic Information Systems) analysis and mapping for housing, redevelopment and business programs and projects.
- g. Support senior leadership in the development and refinement of departmental performance measures.
- h. Identify and act on opportunities to advance racial equity and inclusivity.
- i. Provide staffing support and expertise to assist program managers in achieving success.
- j. Support the identification of possible funding opportunities and provide coordination in the submission.



- k. Monitor implementation of individual grants alongside program managers ensuring the quality of data collected.
- l. Represent the County in the community and at professional meetings as required.

**Housing Infrastructure Position:**

- a. Support Deputy Director, Housing Development and housing program managers to advance department goals and objectives
- b. Research federal and state requirements, funding opportunities, and other technical assistance as needed.
- c. Analyze housing market trends, demographics, and capacity to inform policy and generate reports.
- d. Support the development and organization of community workshops and act as a liaison with stakeholders.
- e. Monitors grant programs to ensure program compliance.
- f. Work with program managers to evaluate program improvements
- g. Perform related duties as assigned.

**Economic Growth Position:**

- a. Support Deputy Director, Economic Growth, redevelopment project managers and business programming staff to advance department goals and objectives
- b. Conducting research on demographics, housing, and economic trends to inform policy and development decisions.
- c. Identifying, preparing, and managing grants, loans, and other financial incentives to assist development projects.
- h. Assist redevelopment managers in the development and organization of community workshops and other public engagement activities and act as a liaison with stakeholders.
- d. Support the management of programs and initiatives that advance business retention, expansion, and attraction.

The successful candidate will have the following expertise and qualities;

- Strong analytical, writing and verbal presentation skills.
- Strong interest in housing, redevelopment, and economic development programs and projects
- Strong commitment to and experience in advancing racial equity
- Advanced knowledge and abilities in data research and analysis
- Ability to visualize data including geographic data visualization, which could include Geographic Information Systems (GIS).



- Enthusiasm for working with multi-disciplinary teams to address complex issues
- Curiosity and flexibility to take on varied projects and assignments.
- Ability to organize tasks, manage time, prioritize projects and work in a self-directed manner
- Ability to work with individuals and groups in all areas and at all levels of the organization.

