



## WAYNE COUNTY COMMISSIONERS

Sue A. Smail ★ Rebecca S. Foster ★ Ron Amstutz

# JOB ANNOUNCEMENT

## Community Development Planner/Coordinator

*Job Stability! ● Great Benefits! ● Great Retirement System! ● Great Team!*

Do you have writing skills and grant experience, and enjoy reading and using maps and geographical information? Are you someone who is able to juggle multiple projects and keep timelines on track? Would you be good at collaborating with other agencies to make sure programs run smoothly and educating the public on community and economic opportunities? If so, Wayne County is the place! The Planning Department is an award-winning department looking for an out of box thinker that cares about Wayne County's economy and the quality of life for its community. In addition to serving the public and working with a great team, we offer 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year), job stability, health benefits, and a great retirement system!

### DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Facilitates the development, implementation and administration of community development-related projects and promotes planning functions and special projects.
- Facilitates the development and implementation of economic development-related projects. Collaborates with local entities to administrate existing economic development programs throughout the County.
- Establishes and implements educational programs regarding community development opportunities throughout the County.
- Implements special project activities, such as low to moderate income surveying, residential housing analysis, technical assistance to the county land bank and staff support for local non-profits.
- Works on special assignments and projects, such as comprehensive plan, planning reports, Census updates.
- Researches and gathers information and data and prepares reports and maps using geographical information systems.
- Handles public inquiries on Planning related issues.
- Degree is not required, but preferable degrees might include: Planning, Public Administration, or Public Policy.

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) by emailing it to [waynecountyhr@wayneohio.org](mailto:waynecountyhr@wayneohio.org) or dropping it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Winey. Questions? Call 330-287-5409.

**Posted 11/16/22 - this position will remain open until filled.**

*Wayne County is an Equal Opportunity Employer*

428 WEST LIBERTY STREET WOOSTER, OHIO 44691 330-287-5400 FAX 330-287-5407

[commissioners@wayneohio.org](mailto:commissioners@wayneohio.org)

*We do not discriminate in the provision of services or employment because of handicap, race, color, creed, national origin, sex or age*