



## WAYNE COUNTY COMMISSIONERS

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

# JOB ANNOUNCEMENT

## Economic/Community Development Planner

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

Do you have a heart for rural economic and community development? Would you like to work for a place that serves the public, has job stability, great benefits, great retirement system and a great team to work with? Would you like to have 11 paid holidays per year, ample sick leave and vacation leave (and unused leave rolls over to the next year)? If so, Wayne County is the place! The Wayne County Commissioners are currently accepting employment applications for the full-time position of Economic/Community Development Planner. A Bachelor's Degree in Planning, Public Administration or other related field is required.

### 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. Examples include: Community Development Block Grant (CDBG) programs, the Revolving Loan Fund and the Community Housing Impact Preservation (CHIP) grant.
- Facilitate the development and implementation of economic development-related projects. Collaborates with local entities, such as the Wayne Economic Development Council to administrate existing economic development programs throughout the County. Examples include but are not limited to: CRAs, Enterprise Zones, Tax Incentive Review Council, and Tax Increment Financing (TIFs).
- Establishes and implements educational programs regarding community and economic development opportunities throughout the County. Examples include CDBG programs, community reinvestment areas (CRAs) and other tax incentive opportunities.
- Implements special project activities as assigned. Examples include low to moderate income surveying, residential housing analysis, assistance to the Community Investment Corporation, technical assistance to the county land bank and staff support for local non-profits.
- Works on special assignments and projects as directed (e.g. comprehensive plan, planning reports, 2020 Census update).
- Researches and gathers information and data and prepares reports and maps using geographic information systems. Prepares agendas and minutes for Planning Commission and economic and community development related projects.
- Handles public inquiries on Planning related issues. Acts as department lead on Planning Department pay-ins and invoices

Applicants must submit a required employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and email it to [waynecountyhr@wayneohio.org](mailto:waynecountyhr@wayneohio.org). Or drop it off at the Wayne County Commissioners' Office, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Marcy Stoller. Questions? Call 330-287-5410.

**The position will be open through December 8, 2021.**

*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*