

POSITION AVAILABLE:
COMMUNITY & ECONOMIC DEVELOPMENT MANAGER
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) is seeking a motivated and experienced planning professional to lead the agency's community and economic development activities. The Community and Economic Development Manager will be responsible for setting departmental goals, prioritizing workload, and supporting staff members. The Manager participates in planning activities involving collection, analysis, and preparation of data, and development of conclusions; as well as creates and maintains channels of communication with citizens and public officials. The Manager will partner with the Heartland 2050 Coordinator to coordinate department activities with the Heartland 2050 Regional Vision. The Manager supports the Executive Director to promote agency services to communities.

A successful candidate will be technically competent, highly organized and have strong verbal and written communication skills. The candidate must be self-motivated and able to work and develop skills independently. The candidate should possess strong interpersonal skills to interact effectively with multiple organizations.

MAPA is the Council of Governments serving a six-county region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance. As a senior planner at MAPA, this position will have the opportunity to help shape the future by working on core issues that impact the vibrancy of the Omaha-Council Bluffs metro area and its surrounding communities.

Essential Duties and Responsibilities:

- Supports the Executive Director to develop and implement program goals and policies.
- Directs and supervises the activities of professional and technical personnel engaged in planning, technical assistance and programming involving: economic and community development, disaster recovery, housing, land use, natural resources and various assignments related to other planning projects and programs.
- Provides overall technical direction for major planning programs within the agency.
- Coordinates and participates in the specific planning activities involving the investigation, development, implementation, and projection of programs and policies of regional concern.
- Attends and develops job related meetings; creates and maintains channels of communication with citizens and public officials.
- Maintains staff liaison with federal, state and local governmental representatives; oversee staff relationships with partner agencies.
- Provide presentations and direct public meetings as needed.
- Coordinate departmental activities with the Executive Director and other departments.
- Assist Executive Director and Director of Finance with development of departmental and grant budgets; providing updates to the Finance Committee and Board of Directors on departmental activities.
- May perform other related duties as required and assigned.

Requirements Include:

- Bachelor's degree in a Business field preferred and/or equivalent experience.
- Minimum of 5-7 years experience progressive experience in planning, community development or public administration, supervisory experience preferred
- Experience in federal or state program grant writing and administration, particularly federal-aid community development funding.
- Demonstrated experience working as a company or agency liaison with project partners, governmental agencies, and, to a lesser extent, the general public
- Knowledge of practical application of the principles, practices, and techniques of regional planning and planning research.
- Knowledge of the administration and organization of the various governmental units within the MAPA area.
- Knowledge of the regulations, standards and procedures that relate to planning and community and economic development.
- Skill in the presentation of findings, conclusions and recommendations orally, and in writing.
- Ability to conduct studies expeditiously and to establish and meet realistic schedules for their completion; as well as coordinate all phases of a specific program with other programs of MAPA, consultants and others.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, and the general public, as well as fellow employees.
- Outstanding interpersonal communication skills; Experience directly supporting executive level management.
- Requires a technical aptitude with limited usage of skill.
- Highly organized individual who takes pride and ownership; outgoing personality who enjoys working with/helping people.
- Must be a self-starter and problem solver and be able to work independently in a team atmosphere with minimal supervision.
- Ability to work well as a team member; skills in Microsoft Office and G-Suites
- Ability to work in a matrix organizational structure.

The Omaha metro area is a vibrant region with a low cost-of-living, highly-rated schools, and many exciting initiatives underway. A career at MAPA is an opportunity to work in an interesting field and make a difference in the region for years to come.

Compensation & Benefits:

The starting salary ranges from \$70,000 - \$110,000 annually, depending upon qualifications and experience. This is a full time exempt position. MAPA offers generous employee benefits as well as a flexible, supportive, and family friendly work environment and a commitment to ongoing professional development. Our office is located close to downtown Omaha, in a transit-oriented and bicycle-friendly environment. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Applications and resumes will be accepted through Sunday, October 3 . For more information on MAPA see our website www.mapacog.org.

APPLY NOW

More details on MAPA can be found at: mapacog.org

If you have any questions please contact: Christina Brownell | Director of Administration |
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