

CITY OF JORDAN, MINNESOTA

Planner/Community Development Specialist

The City of Jordan is seeking an entry level Planner/Community Development Specialist. The Job duties are roughly 50/50 between planning and economic development functions. Planning duties can include: evaluating land use and development proposals; responding to inquiries about the development process, zoning and subdividing; research and prepare reports for meetings of the EDA, Park& Rec, Planning Commission and City Council. Economic Development duties can include: assisting potential new businesses in site analysis, including demographics, taxes, fees, other development & related information, assist in promoting, recruiting, evaluating and facilitating prospective clients through development process, ensures the City and EDA/HRA goals and visions are consistently and successfully communicated to the public and assisting with marketing the city and its revitalization programs.

Requires Bachelor's Degree (B.A.) in urban planning, economic development or a closely related field. Some experience preferred. Estimated starting salary range \$52,284-\$56,412 and benefits. Submit completed city application, cover letter and resume to: City Administrator, City of Jordan, 210 East First Street, Jordan, MN 55352 Download city application and job description from the city's website at www.jordanmn.gov Applications accepted until 5 p.m., April 7, 2017.