

Lafayette County, Missouri
Planning and Economic Development Administrator
Up to \$60,000 DOQ

This is a hands-on opportunity for someone interested in making a difference. Lafayette County is a progressive, rural community in the Kansas City MSA (the 30th largest in the US), along I-70 in the middle of one of the nation's leading animal healthcare corridors, and offers convenient access to urban and suburban communities and small town living and affordability.

Lafayette County recognizes that our vitality depends on the strength and vision of the next generation of leaders. The Planning and Economic Development Administrator will be responsible for managing the activities and operations of the Planning and Economic Development Department, with a broader range of responsibilities than most planners in typical urban and suburban cities.

The ideal candidate will be creative, outgoing and a steward of the land and community, engage a broad and diverse community, nurture intergovernmental alliances and public-private partnerships, and be as interested in promoting sustainable growth practices as protecting agriculture and rural lifestyles. The ideal candidate also will be motivated to identify and seize opportunities that better our communities, helping the County preserve its agricultural roots and beauty consistent with our history and vision for the future.

Experienced planners and outstanding recent graduates, including those on-track to graduate this semester or summer, are strongly urged to apply. The County is prioritizing applicants offering a sound foundation of community planning, public administration or public engagement with the motivation to lead a growing department and the commitment to strengthening a dynamic rural community.

Responsibilities

The Planning Administrator will have the following responsibilities:

- Assume full responsibility for all Department services and activities, including managing and directing assigned staff;
- Interpret and implement the Comprehensive Plan and Land Use Development Code and participate in planned updates of the Plan and Code;
- Coordinate with other County staff, Elected Officeholders and County consultants;
- Serve as the primary point of contact between the County and applicants and applicant representatives;
- Represent the Department and County before the County Commission, the Planning Commission, the Board of Zoning Appeals, municipal and state bodies and agencies and other organizations;
- Assist with the development and implementation of an economic development program, in particular encouraging small business and agri-business opportunities;
- Respond to and resolve inquiries and complaints and investigate and process Development Code violations; and
- Prepare staff reports, planning studies and Department performance and activity summaries.

Qualifications

The ideal candidate should possess the following qualifications:

- Education: Bachelor's degree from an accredited college or university with major coursework in planning or a related field. Master's degree preferred. Other fields/degrees will be considered, provided the Applicant establish relevant attributes to this position.
- Experience: One to three years of full-time increasingly responsible professional planning or other equivalent professional experience preferred. Other professional experience will be considered, provided the Applicant establish relevant attributes to this position. Outstanding recent graduates will be considered.
- Certification: Preference given to AICP (American Institute of Certified Planners) certification or ability to gain AICP Certification.
- Technology: This position requires the Administrator be proficient in Microsoft Office/365 and be reasonably tech savvy to learn other software applications. Preference given to candidates with experience with ESRI products.
- Flexibility: The County recognizes the value of using technology to support work-life balance while meeting Department needs and will consider transition to a partial remote work alternative.
- Lifestyle: As a progressive, rural community, the County is interested in nurturing the next generation of residents and leaders. Though there is no residency requirement, preference is given to those indicating a desire to become a part of the community.

Required Skills

- Excellent written and oral communication skills.
- Ability to manage multiple projects, timelines and deadlines and maintain organized electronic and hard copies of files.
- A positive attitude and the ability to work well with others.

This is a full-time position, with a generous benefits package that includes support for training and certification, health care and contribution to the Missouri Local Government Employees Retirement system (LAGERS). The position includes access to an experienced team and network to support the Director. Start date is flexible, to accommodate graduation, relocation, *etc.*

At your earliest opportunity, please email resume and cover letter to:

j.middleton@lafayettecountymo.com.