

Job Title: Community Development Planner

Position Function:

As a Community Development Planner for the City of Bay Springs, the primary function of the position is to plan and manage community development and related projects. Successful results of this position will deliver increased sales tax revenue and establishes new business development which will improve the quality of life in our community.

Essential Duties and Responsibilities:

1. Create events for the City while staying within budget allocation
2. Perform routine maintenance and updates for the City's website and social media.
3. Lead Chamber of Commerce. Support Chamber Board of Directors.
4. Planning may involve activities related to job growth/retention, data collection & analysis, transportation, general community development, economic resiliency, and quality of life.
5. Establishing and creating relationships with community leaders
6. Experience and enthusiasm for Community involvement, and public communication skills are needed. Skills with community organizing including coordinating regional events/activities, public relations, and education.
7. Must be able to use a variety of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.
8. Involvement with urban planning, assessment of housing needs and revitalization projects within a city or community. This may include interfacing with zoning officers, building inspectors and land development managers.

Minimum Required Education and Experience:

Bachelor's Degree or experience in community development/planning

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills
- Excellent organizational and planning skills
- Ability to develop, plan, and implement short and long term goals.

\*\*\* Interested persons can complete an application at Bay Springs City Hall during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, or email resumes to: [cityhall@baysprings.net](mailto:cityhall@baysprings.net), or mail them to: City of Bay Springs, Attn: City Clerk, Post Office Box 307, Bay Springs, MS 39422. Please do not send any resumes/applications through Facebook.

The deadline for applications is Friday, October 7, 2022, at 5:00 p.m.