

California State University, Fresno Foundation

COMMUNITY AND REGIONAL PLANNING CENTER COORDINATOR – OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT (OCED)

JOB ANNOUNCEMENT #18-903

POSITION SUMMARY:	<p>Full-time, benefited position with the Office of Community and Economic Development (OCED) through the California State University, Fresno Foundation. Under the direction of the Executive Director, the Community and Regional Planning Center (CRPC) Coordinator will be responsible for developing, coordinating and administering current and new programs under the CRPC to include the San Joaquin Valley Planners Network and Toolkit and any additional planning-related or sustainable communities programs. This position will also help administer the San Joaquin Valley Housing Collaborative, its grant funded activities and events. In addition, this position will coordinate with OCED’s San Joaquin Valley Rural Development Center Director to implement planning, housing, and sustainable community-related activities and programs in the region’s rural communities.</p> <p>The CRPC is a joint venture at Fresno State between the College of Social Sciences, Department of Geography and OCED. It serves as the administrator of the San Joaquin Valley Regional Blueprint Toolkit - an online repository of resources and tools for Valley planners - as well as a resource hub between the regional initiatives of its participating organizations. Through collaboration with numerous partners, CRPC links technical assistance providers to Valley communities and serves as an information hub and resource for planning-related knowledge and research, peer learning networks, and expertise.</p> <p>The San Joaquin Valley Housing Collaborative (SJVHC) is a 501 (c) (3) nonprofit organization formed as a regional entity to specifically address housing issues in the San Joaquin Valley eight-county region. SJVHC operates as a joint partnership with staff from the California Coalition for Rural Housing and OCED. Collaborative projects and events are housed within the Community and Regional Planning Center.</p> <p>This position will also provide support to the California Partnership for the San Joaquin Valley (CPSJV) by bringing regional planning expertise to several work group areas, assisting with the development and management of relationships with stakeholders, and identifying how to best to connect and leverage off of each other. Through this position, collaborative relationships within and between various sectors’ stakeholders will be strengthened across the region, with the goal of implementing activities that will move the region toward prosperity. In coordination with OCED’s San Joaquin Valley Rural Development Center Director, this position will also strive to enhance the region’s rural communities’ capacity surrounding planning, housing, and sustainable community topics.</p> <p>OCED is an applied research unit of Fresno State dedicated to finding solutions to major issues impacting the San Joaquin Valley. The mission of the office is to improve the region’s competitiveness in the knowledge-based economy by assisting in the implementation of programs to improve the economic condition, quality of life, and social well-being of residents in the San Joaquin Valley. OCED provides executive staffing and coordination for several regional initiatives and programs including CRPC, SJVHC, CPSJV, San Joaquin Valley Regional Broadband Collaborative, Central Valley AgPLUS Food and Beverage Manufacturing Consortium, and the San Joaquin Valley Rural Development Center (SJRDC).</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Executive Director, the Community and Regional Planning Center Coordinator will be responsible for:</p> <p><u>CRPC Development Responsibilities</u></p> <ul style="list-style-type: none">• Identify and develop new funding opportunities and programs for the CRPC that will contribute to its development as a regional planning resource for the San Joaquin Valley.

Coordinate with other OCED staff and activities in the areas of housing, sustainable planning, smart growth and rural development.

- Work with OCED Communications and Event Planning staff to develop and disseminate key messages pertaining to CRPC and SJVHC projects and activities in order to raise awareness of the CRPC's services, progress and successes with a broader regional audience.
- Develop relationships with planners throughout SJV cities and counties in order to have a solid and up-to-date understanding of key planning challenges and opportunities in the region, for both urban and rural settings.
- Coordinate with the various SJV Councils of Governments on new opportunities and partnerships, including regular attendance at SJV Regional Planning Agencies' Directors' Committee meetings and serving as a liaison to the San Joaquin Valley Regional Policy Council.
- Manage other OCED staff assigned to the CRPC and SJVHC.
- Maintain the San Joaquin Valley Planners Toolkit and follow the management protocol in connection with the Valley Planners Network. This will include identifying and developing new tools and coordinating with OCED Communications and Event Planning staff to maintain related websites.
- Prepare and distribute the Valley Planners Network Newsletter with assistance from OCED Communications and Event Planning staff.
- Continue to foster the CRPC's relationship with Fresno State's College of Health and Human Services, Department of Recreation Administration; specifically as it pertains to assistance with regional events and workshops.
- Provide quarterly reports on CRPC activities and progress to OCED Executive Director and Fresno State Dean of Social Sciences.

Grant Management Responsibilities

- Identify, prepare and submit additional grant applications for initiatives/activities pertaining to, among other topics, smart growth, sustainable communities, parks and recreation, or partnerships involving city/county planning staff.
- Coordinate the scope of work and budget related to existing and future grant projects pertaining to, among other topics, smart growth, sustainable communities, parks and recreation, or partnerships involving city/county planning staff.
- Coordinate with OCED's San Joaquin Valley Rural Development Center Director to ensure that all CRPC-related scope of work and budget included in existing rural grant projects are completed.
- In coordination with staff from the California Coalition for Rural Housing, help manage the SJVHC, including setting up regular Board meetings, developing meeting agendas and handling all action items as directed by the Board.

General Responsibilities

- Prepare information for quarterly Partnership Board reports and other OCED internal /external documents as needed.
- Elevate suggestions for OCED's strategic planning purposes, viewing the office and its collaborative partners as an interlinking whole.
- Assist with annual meetings or major OCED events including, but not limited to, outreach and promotion, breakout session development, speaker content, and logistics.
- Contribute to the total effectiveness of OCED, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member.
- Mentor and/or supervise employees, Student Assistants/Interns and co-workers on actions and decisions leading to the success of the organization and its stakeholders.
- Make recommendations and suggestions to improve OCED's efficiency, productiveness, impact and sustainability.
- Other duties as assigned.

QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree in Planning, Community Development or other related public sector service field • Minimum of four (4) years of professional experience in the public sector • Bachelor's degree in another related field may be appropriate when augmented by an additional two (2) years of graduate work in planning or community development • Proficient in Word, Access, scanning equipment, PowerPoint, Outlook, Excel, ArcGIS, web design software (such as Drupal or Word Press), and Adobe products • Team-oriented, self-motivated, thrives on results, is a problem solver, and wants to make a difference for the region • Must possess an understanding of regional planning, have experience in grant writing and management, effective communication skills, and coordinate multiple and varied details in a fast-paced environment • Must possess superior interpersonal skills, have strategic regional relationships throughout the Valley, enjoy a challenging environment, and be intellectually agile • Must be able to exercise good judgment, have strong research skills, be capable of independent thinking, have a professional and pleasant demeanor, and be able to work with a diverse population • Must be highly flexible, able to adjust priorities, work under the pressure of deadlines, and display a can-do attitude with ability to deal positively with frequent change and deadlines. They will coordinate at a strategic and tactical level with the other functions of OCED and show a demonstrated commitment to excellence in the service they provide to our stakeholders.
SALARY/BENEFITS:	\$3,500.00 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins February 5, 2018; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.
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