



JOB DESCRIPTION: SENIOR REGIONAL PLANNER

Closing Date: Position Open Until Filled

SUMMARY OF POSITION

Performs complex (senior-level) planning and research work. Work involves planning, developing, implementing, and monitoring agency plans and programs and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train, supervise, or prioritize the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Position may require travel with overnight stay(s).

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Planning and Regional Services Director
2. Directs: This may be a supervisory position
3. Other: Works with local, state, and federal government agencies; and has contact with program directors of the regional council, area elected officials, private firms, consultants, and the general public.

EXAMPLES OF WORK PERFORMED

- Conducts a variety of technical, planning, research, training, program assessment, and other administration activities for assigned program(s);
- Collects, organizes, and analyzes data required in the development of plans or programs;
- Develops methodologies and specifications for planning and research projects;
- Interprets and explains complex policies, rules and laws for staff, customers, public, elected officials and other stakeholders;
- Develops procedures for the implementation, administration, and evaluation of plans or programs, and measures progress and compliance with certification requirements, laws, regulations, and policies;
- Prepares, forecasts, and monitors program performance measures;
- Communicates on reports, assessments, trends and activities through presentations, newsletters, and partnerships with stakeholder groups;
- Plans and participates in technical, policy, and interagency planning meetings;
- Provides technical assistance for planning contracts and reports on planning projects;
- Provides consultation on planning, design, and implementation phases of planning projects;

- Identifies, defines, and researches issues of strategic importance;
- Reviews and evaluates planning material for contractual compliance;
- May plan, implement, and monitor complex budgets;
- May train, supervise, coordinate, and prioritize the work of others;
- Performs related work as assigned.

EXPERIENCE AND EDUCATION

Bachelor's degree from an accredited four-year college or university with major coursework in community or regional planning, business or public administration, economics, political science, or a related field. Must have experience in planning, research, project management work, and state and federal grant management. Experience working on transportation planning, community development and policy issues with local or regional governments is desired. Experience and education may be substituted for one another.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research.

Skill in using computers and applicable software, in applying statistical tools to data, in preparing reports, and in collecting, analyzing, and forecasting demographics and statistics; standard office practices and procedures and familiarization with Microsoft Office Suite. Knowledge of geographic information systems (ArcView and ArcInfo GIS systems) is beneficial.

Ability to evaluate planning material, to conduct research, to communicate effectively, to interpret and apply broad standards and policies to programmatic operations, and to supervise the work of others.

Ability to maintain effective working relationships with local, state, and federal agencies, regional council program directors, private firms, and the general public.

Strong written and verbal skills are necessary.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas Driver's license, current proof of automobile insurance, and available/alternate means of transportation.

CTCOG application available at <http://ctcog.org/resources/employment-opportunities/>

Please send application to:

Central Texas Council of Governments Planning and Regional Services

Attn: Debby Garrett

2180 North Main

Belton, Texas 76513

Or email to:

debby.garrett@ctcog.org