

# JOB ANNOUNCEMENT

## Planner II

### Regional Planner

Triangle J Council of Governments  
Durham, NC

Hiring range: \$48,150 – \$50,577

Be part of a creative team in a dynamic & diverse region

#### **Who We Seek**

An experienced, creative individual with a diverse set of skillsets in municipal planning, disaster recovery, and economic development/resiliency work. The successful candidate must have a positive, customer-focused orientation, able to deliver high-quality products in a timely manner, and an ability to support regional and member governments of all sizes. We seek someone with a demonstrated passion for helping communities develop as resilient, successful places.

#### **Description of Work**

The Planner II is part of a fast-paced, multi-disciplinary regional planning department engaged in long-term, regional scale issues that integrate development, environmental quality, infrastructure and mobility. The position will provide technical assistance, conduct analysis, develop plans and studies, provide grant writing assistance and administration, and facilitate collaboration among member governments and partner organizations, all in a collaboratively mentored context. This is a 20-month grant funded position, ending June 30, 2022, with the potential for an extension depending on approved future projects.

#### **Knowledge, Skills and Abilities**

The planner must have working knowledge of municipal planning, zoning, and development practices, disaster recovery and/or experience in community and economic development. Successful candidates will demonstrate interests and experiences in a wide range of issues, most notably municipal planning and resilient communities, but also community asset management and strategic planning. Excellent research and synthesis skills are required. Superb communication (writing, speaking), interpersonal, and consensus-building skills are imperative, as well as the ability to understand different perspectives, build collaborative relationships and develop and implement creative solutions. The person must be self-motivated, diligent, able to work with limited direct supervision. Experience in grant writing is a must and budget development and administration are desired. Must have demonstrated experience in the development of strategic or community-based plans. The ability to use Microsoft Office software and experience in GIS beyond a classroom setting is required. Strong facilitation skills and the ability to work on multiple projects at one time is required.

We are seeking a skilled and adaptable team member who can quickly identify how TJCOG can best provide technical assistance and build capacity for our member governments, local businesses, and other stakeholders impacted by coronavirus. Implementing identified plans of action will happen quickly and may significantly vary depending on the community.

### **Education and Experience**

Required: Master's degree in planning, public administration, or related field, together with at least two years' experience in municipal, sustainability, economic development, or regional planning. Candidates with a bachelor's degree in a related field, who have extensive experience in project management and demonstrated advanced knowledge, and who have documented participation in specialized instruction (e.g. associated with professional accreditation) may be considered.

### **Starting Salary & Benefits**

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Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules. A full list of employee benefits is [here](#).

### **Our Organization**

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

### **How to Apply**

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) to [employment@tjcog.org](mailto:employment@tjcog.org) with the subject **Regional Planner**.
3. **Incomplete applications will not be considered. Position is open until filled; initial review of applications begins August 28, 2020.**

**All employment offers will be within the stated hiring range.**

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.