

# JOB ANNOUNCEMENT

## Principal Planner Community & Economic Development

Triangle J Council of Governments  
Durham, NC

Hiring range: \$58,528 to \$60,500

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

### Who We Seek

An experienced, creative individual to lead a highly-regarded effort that works on community and economic development, supporting both regional and member government projects. A positive, customer-focused orientation, an ability to deliver high-quality products in a timely manner, manage diverse partnerships and lead staff teams desired. Someone with a passion for helping communities develop as resilient, successful places.

### Description of Work

The Principal Planner 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 manages contract- and grant-funded projects, provides technical assistance, conducts analysis, develops plans and studies and facilitates collaboration among member governments and partner organizations.

### Knowledge, Skills and Abilities

Must be knowledgeable of federal and state laws and policies related to community and economic development. Successful candidates will demonstrate interests and experiences in a wide range of issues, most notably resilient communities, but also housing affordability and community asset management. 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, and able to work with limited direct supervision. Demonstrated competence in contract and budget development and administration is essential. Experience with state and federal community and economic development programs is highly desirable. The ability to use Microsoft Office software is required; GIS ability is a plus.

We are seeking a skilled team member who can hit the ground running to update the region's Comprehensive Economic Development Strategy (CEDS) and leverage the Triangle Regional Resiliency Assessment and our staff's expertise in housing, water resources and brownfields to benefit the Triangle's cities, towns and counties.

## **Education and Experience**

Required: Master's degree in planning, public administration, or related field, together with three years of progressively more responsible experience in community and economic development. Candidates with a bachelor's degree in a related field, that have extensive experience in project management and demonstrated advanced knowledge, and that have documented participation in specialized instruction (e.g. associated with professional accreditation) may be considered.

## **Starting Salary & Benefits**

Hiring range: \$58,528 to \$60,500 (Salary range: \$58,528 to \$93,645)

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.

## **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: <http://www.tjcog.org/employment-opportunities.aspx>
2. Send completed application package (cover letter, completed application and resume) to:  
Employment – Principal Planner  
Triangle J Council of Governments  
4307 Emperor Blvd, Suite 110  
Durham, NC 27703

or by email to [employment@tjcog.org](mailto:employment@tjcog.org) with the subject Principal Planner.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins July 22, 2019.

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

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