

# JOB ANNOUNCEMENT

## Planner II

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, energetic, self-directed individual for the position of PLANNER II to assist in the coordination of land use, transportation, healthy communities, diversity, equity and inclusion and public engagement projects. Projects will primarily focus on alternative fuels, transportation demand management, planning for transportation options, including transit, freight and emerging transportation technologies, public engagement and assisting local governments with a variety of planning related projects.

### Description of Work

The Planner II is part of a fast-paced, multi-disciplinary organization engaged in long-term, regional-scale issues and shorter-term local government member technical assistance that integrates TJCOG's focus areas of water resources, resiliency, transportation and mobility, housing, aging and human services, member engagement, technical assistance, strategy/innovation, and data. The position provides technical expertise to staff and stakeholders through services such as data collection and analysis, program development and management, supporting the administration of transportation related programs and committees, and supporting the development of internal and external initiatives.

### Knowledge, Skills and Abilities

The Planner II will understand the importance of positive relationships with local communities and agencies in the region and exhibit strong customer service and problem-solving skills. Position requires project management skills and the ability to work independently, demonstrate initiative and problem solve.

The position will require knowledge of principles and practices of planning as applied to land use planning and transportation systems as well as general planning principles. General knowledge of local government, laws and services pertinent to planning processes. Ability to establish and maintain effective working relationships with staff at the federal, state, regional, local levels and with elected officials. Ability to communicate effectively orally and in writing and to lead various meetings and events, make presentations and answer questions at public or project meetings. Ability to prepare presentations and prepare or coordinate the preparation of charts, maps, graphs and other illustrative materials for communication to elected officials, the public and other stakeholders. Ability to perform a variety of duties including research, drafting plans and reports, grant development and administration, etc. Demonstrated skill in reading and interpreting maps, land design plans and related spatially-focused materials. Demonstration of graphic design skills desired.

## **Major Duties and Responsibilities include but are not limited to:**

- Performing intermediate professional planning, research, analytical and technical duties in the Triangle J Council of Governments' Focus Areas.
- Managing and working within teams, made up of Triangle J Council of Governments and partner representatives, on a variety of planning initiatives.
- Planning and coordinating meetings, workshops and other events.
- Researching trends and emerging issues on program activities and preparing and presenting reports and program recommendations.
- Clearly communicating internally and externally on program areas.
- Providing technical assistance in a variety of planning areas.

## **Education and Experience**

Required: Master's degree in planning, public administration, or related field, together with 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 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.

## **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 TJCOC employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) by email to [employment@tjcog.org](mailto:employment@tjcog.org) with the subject Planner II.

**Incomplete applications will not be considered. Position is open until filled; initial review of applications begins August 2, 2021.**

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

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