

JOB ANNOUNCEMENT

Senior Planner

Triangle J Council of Governments
Durham, NC

Hiring range: \$55,740 - \$58,527

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

Who We Seek

An experienced, energetic, self-directed individual for the position of Senior Planner to perform difficult planning work in directing the activities related to promoting energy efficiency, sustainable development and transportation environmental issues. Projects will primarily focus on serving as the coordinator for the Triangle Clean Cities Coalition and as such is responsible for developing public private partnerships and working with member local governments to increase awareness about and use of alternative fuels. The employee meets with local and state officials, staff and business interests and designs, coordinates and initiates programs and activities. Activities include annual conferences and workshops, coalition organization and administration, state legislative initiatives and developing and administering state and federally funded projects to develop refueling infrastructure, purchase alternative fuel and alternative fuel vehicles. Work also includes supervising the work of other staff. Work is primarily in an inside environment with minimal supervision from the Energy and Transportation Program Manager. Regional work is interfaced with the national Clean Cities program administered through the U.S. Department of Energy.

Description of Work

The Senior Planner 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 Senior Planner 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: A master's degree in planning, public policy, urban design, geography, public administration, or a related field with some experience are the anticipated qualifications. Candidates with a bachelor's degree in a related field and extensive experience along with demonstrated advanced knowledge may also qualify.

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; flexible schedules and hybrid work environment.

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) by email to employment@tjcog.org with the subject Senior Planner.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins April 4, 2022.

All employment offers will be within the stated hiring range.

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