



DENVER REGIONAL COUNCIL OF GOVERNMENTS
OPEN POSITION ANNOUNCEMENT: SENIOR PLANNER (IMPLEMENTATION ASSISTANCE – REGIONAL PLANNING
(July 2021)

ABOUT LIVING AND WORKING IN THE DENVER REGION

Located at the base of the Rocky Mountains, the Denver region is one of America's most beautiful areas. Blessed with 300 days of sunshine a year, it is the perfect place to enjoy the outdoors and to take in mountain views. The mountain panorama is 120 miles long and includes nearly 200 named peaks. Here you'll find the nation's largest city park system, 90 golf courses, and an incredible 850 miles of paved bike trails. DRCOG's office is located within downtown Denver, a lively area centered around a mile-long pedestrian promenade; a restored historic district filled with dining and entertainment options; a collection of museums, galleries and shopping opportunities; the second- largest performing arts complex in the nation; three college campuses; and even a unique downtown amusement park.

ABOUT THE DENVER REGIONAL COUNCIL OF GOVERNMENTS (DRCOG)

Since 1955, the Denver Regional Council of Governments has been bringing local governments together for the benefit of our region. A nonprofit through which 59 leaders from ten counties collaborate to make life better. DRCOG establishes guidelines, sets policy and allocates funding in three key areas: regional growth and development, transportation and personal mobility, and aging and disability services.

ABOUT THE POSITION OF SENIOR PLANNER (IMPLEMENTATION ASSISTANCE – REGIONAL PLANNING

- *This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.*
- Provides leadership on varied planning activities in support of regional plans and projects; coordinates development and maintenance of regional plans; may serve as lead worker by assigning work and monitoring work completion; and provides consultation regarding various studies and initiatives.
- Serves as planning subject matter expert in area of assignment; performs and directs complex research tasks; develops and evaluates processes; makes recommendations for modifications to data collection methods and processes.
- Provides planning support and responds to inquiries and requests from internal and external stakeholders; prepares materials for presentations, print and web distribution to communicate technical research findings and policy recommendations to diverse audiences, including the DRCOG Board and committees.
- Coordinates and conducts workshops, webinars, and other public involvement activities to further regional plans and initiatives.
- Leads and serves as a DRCOG liaison and representative to committees, advisory groups, federal/state/local agencies and other stakeholders.
- Performs other duties of a similar nature and level as assigned.
- Provides leadership on efforts to implement Metro Vision, DRCOG's long-range plan for the growth and development of the Denver Region.
- Builds and maintains effective relationships with local government officials and staff, as well as with other regional planning partners to advance and sustain the collective impact commitment described in Metro Vision.
- Manages projects and programs that support the implementation of Metro Vision, as assigned, including self-assessment tools for local governments, such as Boomer Bond; case studies and other resources on the Metro Vision website; local government convenings and other information sharing workshops or forums; establishing program priorities and supporting local implementation projects and plans; and other local technical assistance.
- Principles and practices of urban and regional planning;
- Principles and practices of project and program administration and management;
- Practices and methods of coaching and leading the work of others;
- Techniques and methods for organizing, prioritizing, assigning and monitoring work;
- Principles and methods of qualitative and quantitative research;

- Principles and applications of critical thinking and analysis;
- Best practices, trends and emerging technologies in local and regional planning;
- Effective communication techniques, including writing and public presentations oriented to a variety of audiences;
- Principles and practices of group facilitation and building consensus;
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Best practices in stakeholder engagement and management.
- Best practices in grant writing, reporting and management.
- Principles and practices in one or more of the following areas of planning practice highly desirable: transit-oriented development, urban center design, health and the built environment, social determinants of health, age-friendly communities concepts, corridor planning, or the transportation/land use connection.
- Managing a project or program;
- Scheduling and carrying out work assignments with limited supervision;
- Designing and implementing research analysis in the areas of regional planning and performance measurement;
- Providing consultation and serving as a program liaison and subject matter expert;
- Interpreting, monitoring and reporting financial and project-related data and information;
- Compiling and sorting data and articulating issues and recommendations;
- Authoring and preparing original reports, documents and presentations;
- Understanding and defining project needs and creating project work programs involving other staff
- Providing direction to others in order to meet standards;
- Training and coaching staff;
- Facilitating group discussions and building consensus;
- Exercising political acumen, tact and diplomacy;
- Interpreting and applying applicable laws, regulations and organizational policies;
- Providing excellent customer service;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information;
- Working in a team environment and maintaining effective working relationships with other team members and planning partners.
- Creative problem-solving to gather relevant information to solve vaguely defined practical problems;
- Developing and managing collaborative relationships with internal or external partners and project stakeholders.
- Developing requests for proposals and managing contractor contributions highly desirable.

Education and experience requirements:

- Bachelor's degree in urban and regional planning, geography, public administration or directly related field and four to six years of related professional planning experience. A Master's degree is preferred. OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

STATUS: Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$5,673 - \$6,433/month or \$2,836.5 - \$3,216.5/semi-monthly depending on qualifications.

APPLICATION PROCEDURE

To view the full job description, a complete listing of benefits, and to apply for this position, please visit our website at <https://drcog.org/drcog-job-openings>.

This position is open until 5:00 p.m. Mountain Time on Friday, August 6, 2020.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.