



DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Planner (Programming and Project Delivery)

(May 2022)

The Denver Regional Council of Governments serves as a visionary leader along Colorado's front range. We tackle the BIG issues, like growth and development, transportation and meeting the needs of older adults. Our success is built on, and defined by, long-standing partnerships and serving as a forum for discussing these and other emerging issues in an effort to collectively find innovative solutions. DRCOG is a Regional Planning Commission per Colorado state statute, is the federally designated Area Agency on Aging (AAA), and the Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do, and employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

The Transportation Planning and Operations division is growing and we're looking for motivated and creative people to join our team. DRCOG is the largest metropolitan planning organization in the mountain west is leading exciting and innovative regional transportation initiatives. DRCOG allocates funding to transformative transportation projects that support multimodal mobility for residents and visitors throughout the Denver region. Come join our dynamic team of transportation professionals focused on projects like regional Vision Zero, active transportation, bus rapid transit corridors, complete streets, air quality and climate, mobility analytics, emerging mobility, and regional transportation operations and technology.

ABOUT THE POSITION OF Planner (Programming and Project Delivery)

- This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.
- Researches and analyzes data and information for use in long-range regional planning; collaborates with regional partners and stakeholders and maintains effective working relationships; makes recommendations on regional planning and implementation initiatives and programs.
- Provides professional -level planning services in support of a variety of internal and external planning projects; serves as a DRCOG representative on committees and advisory groups; communicates regularly with internal and external stakeholders.
- Coordinates and implements program activities and related funding.
- Leads and facilitates meetings with internal and external planning partners; prepares and distributes meeting materials; develops recommendations and reports based on input received.
- Assists in the preparation of regional plans; leads the development of functional plans; prepares maps, charts, and data visualizations; presents findings and recommendations to a variety of audiences.
- Provides technical assistance to local governments and other regional stakeholders; works closely with communities to develop strategies to advance local and regional goals.
- Researches best practices and emerging trends, technologies; identifies potential funding opportunities; makes related recommendations for implementation.
- Performs other duties of a similar nature and level as assigned.
- Contributing to work tasks associated with implementation of the Transportation Improvement Program (TIP);
- Leading project-level monitoring with local and regional technical staff on TIP projects associated with the DRCOG TIP project delays policy, including preparing reports and recommending actions related to project schedules and status;
- Assisting TIP project sponsors with scoping, applications, and post-award grant requirements;

- Supporting tasks associated with implementing the Metro Vision Regional Transportation Plan (MV RTP) through the TIP, specifically leading or participating in DRCOG or consultant-led corridor and other transportation studies;
- Participating in work tasks associated with emerging and innovative mobility services and technologies;
- Conducting and/or coordinating surveys, data collection, data analysis, research and project evaluations, developing recommendations and presenting findings;
- Participating in other transportation planning activities, as needed.
- Principles and practices of urban and regional planning;
- Principles and practices of project/program administration and management;
- 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;
- Modern budget practices;
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.
- Principles and practices of transportation, including bicycle/pedestrian planning, safety/Vision Zero planning, and TDM strategies;
- Principles and practices of transportation design and engineering;
- TIP/CIP or similar process for project selection/administration.
- Managing a project or program;
- Gathering and analyzing data, determining findings and recommendations;
- Interpreting, monitoring and reporting financial and project-related data and information;
- Authoring and preparing original reports, documents and presentations;
- Interpreting and applying applicable laws, regulations and organizational policies;
- Providing excellent customer service;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, external stakeholders, the general public and others to sufficiently exchange or convey information;
- Contributing to the development and execution of a concurrent planning initiatives in various stages of completion;
- Facilitating meetings and workshops.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems:
 - Multimodal project design;
 - Capital project management;
 - Work independently, organize priorities, schedule work, and carry out assignments in a timely manner.

Education and experience requirements:

- Bachelor's degree in urban and regional planning, civil engineering, geography, public administration or directly related field and two to four years of related professional planning experience. Experience with Colorado Department of Transportation (CDOT) local agency practices is desirable, but not required. 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 \$5,283.34 - \$6,605.00/month or \$2,641.67 - \$3,302.50/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 Thursday, June 23, 2022.

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.