



DENVER REGIONAL COUNCIL OF GOVERNMENTS
OPEN POSITION ANNOUNCEMENT: ASSISTANT PLANNER (MULTIMODAL TRANSPORTATION PLANNING)
(September 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!

ABOUT THE POSITION OF ASSISTANT PLANNER (MULTIMODAL TRANSPORTATION PLANNING)

- This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.
- Conducts research on routine to more complex projects, gathers information and identifies issues impacting assigned projects; collaborates on and coordinates project communication materials with other positions within this series and management.
- Assists with the successful completion of projects assigned to the team; coordinates and communicates with project team members; assists in preparing draft and final project documents.
- Plans and coordinates public engagement and training events; assists with management and facilitation of meetings; develops meeting materials, including evaluation approaches; attends committee meetings.
- Responds to information requests; performs research and gathers requested information; prepares correspondence and presents findings.
- Updates and maintains files, records, data, and content for website and social media posts.
- Performs other duties of a similar nature and level as assigned.
- Participating in the development and evaluation of the Regional Transportation Plan and its multimodal elements, e.g., Pedestrian, bicycle, transit, roadways, and air quality;
- Supporting the planning and implementation work of the Multimodal Transportation Planning team, including planning and project analysis for regional, corridor, subarea, transit, safety, and similar planning activities;
- Assisting in a variety of transportation planning research activities including field surveys and data analysis;
- Assisting in the preparation of public involvement materials and participating in public involvement activities associated with multimodal planning and project activities;
- Assisting in activities related to performance-based planning, non-discrimination plans, and other elements of metropolitan transportation planning to ensure federal compliance.
- General concepts of urban and regional planning;
- Effective communication techniques, including writing and public presentations oriented to a variety of audiences.
- Basic principles and applications of critical thinking and analysis.
- Knowledge of principles and practices of research and data collection
- Basic concepts and methods of project management
- Best practices, trends and emerging technologies.
- Basic principles and methods of qualitative and quantitative research.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.

- Geographic information systems;
- Understanding of federal metropolitan planning requirements for Metropolitan Planning Organizations
- Gathering and analyzing data and determining findings and recommendations.
- Researching industry trends, solutions and best practices.
- Interpreting, monitoring and reporting project-related data and information.
- Preparing and maintaining original reports, documents and presentations.
- Maintaining and updating data and documentation.
- Monitoring project schedules, status and compliance, including balancing competing demands.
- 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, external stakeholders, the general public and others to sufficiently exchange or convey information
- Contributing to the development and execution of concurrent planning initiatives in various stages of completion.
- Computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Databases and geographic information systems;
- 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, geography, public administration or directly related field. No specific experience is 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 \$4,716.66 - \$5,661.92/month or \$2,358.33 - \$2,830.96/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 30, 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.