



DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Program Manager Regional Planning and Implementation

(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!

The Regional Planning and Development Division at DRCOG is adding a new Program Manager for Regional Planning and Implementation. This position will lead a team of planners partnering with local governments and other stakeholders to implement Metro Vision, the Denver region's long-range plan, while also stewarding its ongoing evolution.

ABOUT THE POSITION OF Program Manager Regional Planning and Implementation

- This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.
- Directs staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Directs the activities of a function and/or program which includes developing, approving, coordinating, implementing, and evaluating programs, projects, processes, policies, procedures, systems, standards, or service offerings; ensures compliance of function/program goals, policies and performance expectations.
- Develops and oversees assigned budgets; allocates resources; reviews and approves justifications for budget items; monitors and controls expenditures.
- Develops and maintains internal and external relationships; communicates with internal and external groups regarding services, programs, areas of opportunity, and other information; represents assigned program; negotiates and manages contracts terms and activities when necessary.
- Reviews and approves a variety of records, reports, contracts or other documents; makes decisions or provides recommendations based on findings; serve as an advisor to the organization's executive team.
- Acts as a technical resource and subject matter expert within assigned program or function; performs staff work and duties for the most difficult and complex situations and cases.
- The Program Manager for Metro Vision Plan Implementation is responsible for:
 - Managing efforts to implement Metro Vision, DRCOG's long-range plan for growth and development of the Denver Region.
 - Providing leadership on efforts to update and adapt Metro Vision.
 - Building and maintaining 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.
 - Leading a team of planners building the capacity of local governments and other stakeholders to implement Metro Vision by sustaining and improving existing programs, such as Boomer Bond and the Community Mobility Planning funding set-aside, while pursuing opportunities to develop new programs and technical assistance resources.
- Management principles and practices;

- Strategic planning principles;
- Budgeting principles;
- Fiscal policy and financial management;
- Program development and administration principles and practices;
- Practices and methods of coaching and leading the work of others;
- Project management principles;
- Advanced principles and practices of urban and regional planning;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes.
- Best practices in stakeholder engagement 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.
- Providing leadership to staff;
- Delegating and prioritizing work;
- Planning, coordinating, and implementing programs, projects, events, and activities;
- Developing and administering budgets;
- Analyzing processes and making recommendations for improvement;
- Interpreting and applying applicable laws, rules, and regulations;
- Interpreting analytical reports, summaries, and other related statements;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.
- Preparing credible and understandable written materials and presentations;
- Establishing and maintaining effective working relationships with other employees, governmental and non-governmental agency personnel, elected officials, consultants, and the public;
- Facilitating and leading interagency work groups and committees.

Education and experience requirements:

- Bachelor’s degree in urban and regional planning, geography, public administration or directly related field and five to seven years of experience, including two years of supervisory experience. A Master’s Degree in a field directly related to assignment may be 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.

LICENSING/CERTIFICATIONS:

- American Institute of Certified Planners (AICP) preferred, but not required.

STATUS: Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$ 7,516.66 - \$9,391.66/month or \$ 3,758.33 - \$ 4,695.83/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, September 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.