



## Capital Area Council of Governments Job Description

<b>CAPCOG Title</b>	Regional Planner	<b>State Title</b>	Planner III
<b>Position Number</b>	RPS_14_01	<b>Salary Group</b>	B21
<b>Reports to</b>	Director of Regional Planning and Services	<b>Telecommuting Eligibility</b>	2 days/week
<b>Division</b>	Regional Planning and Services	<b>FLSA Classification</b>	Exempt
<b>Employment Category</b>	Regular-Full Time	<b>Cell Phone Stipend</b>	n/a

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### GENERAL DESCRIPTION

Performs and may lead regional and community planning activities that integrates land use, natural resources, transportation, and economic development to support and assess regional policy and planning strategies. Conducts research and analyzes data, prepares written and oral reports. May assist communities to identify funding and other development tools to support residential and commercial growth.

Represents CAPCOG at various policy and planning-related meetings with state agencies and local jurisdictions. Provides data-driven and actionable analysis to local communities. Works under limited supervision, with considerable latitude for use of independent judgment and initiative.

### ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Coordinates CAPCOG’s participation in regional transportation planning activities related to transit, infrastructure planning and financing, impact on environment, housing/jobs balance, and other issues related to regional mobility.
- Assists with analyzing the relationship between land use, development codes and patterns, and demographic/economic outcomes to support planning at the local and regional levels. Presents analysis and findings to local elected officials for the purpose of informing local policy makers.
- Provides technical assistance to staff of local jurisdictions in the support of rural transportation project development.
- Collaborates with CAPCOG’s GIS program to identify unmet data needs for the region and utilize existing GIS data to produce information and guidance for local stakeholders.
- Assists local governments in rural and urban areas with planning efforts that integrate transportation, land use, housing, business development and other community development priorities with a focus on place-making and best practices.
- Tracks regulations, laws, and trends for planning issues including monitoring proposed federal and state legislation impacting cities and counties.
- May perform research and analysis in support of projects being undertaken by other CAPCOG programs.
- Contributes regional planning content to the CAPCOG website, social media, and written publications.
- Other work as assigned.

### GENERAL QUALIFICATIONS

#### Experience

- Two years of professional experience in planning, public policy, or a related field required.

**Education**

- Graduation from an accredited four-year college or university with major course work in community and regional planning, urban planning, public administration required.
- Attainment of a Master’s degree in urban planning, public administration, or a related field preferred.

**Certifications**

n/a

**Preferred**

- Attainment of a Master’s degree in urban planning, public administration, or a related field preferred.

**Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of regional planning.
- Strong writing and verbal communication skills with the ability to communicate technical findings to non-technical audiences.
- Advanced skills with ArcGIS and Microsoft Office Suite.
- Competency in any of the following is preferred: Adobe Creative suite, Statistical software (e.g., SAS, Stat, R) Tableau or similar data visualization software, or Envision Tomorrow.
- Fluency with data, particularly Census, ACS, and similar economic and demographic datasets.

**Other Requirements**

Must maintain a valid Texas driver’s license and have dependable transportation for travel within region with proof of insurance as specified by the State of Texas.

**PHYSICAL REQUIREMENTS**

<b>Requirement</b>	<b>% of Time</b>
Remain in a stationary position at a desk throughout the workday.	60-90%
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	0-30%
Move about inside the office to perform different tasks of the position such as accessing the copy machine, file papers, or deliver mail to the reception area.	0-30%
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	0-60%
Move objects weighing up to designated # of pounds.	0-30% – 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	0-30% – 15 lbs
Converse with others both in person and over the phone.	30-60%
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	0-30%
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	0-30%
Performs duties in professional office environment.	60-90%
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	0-30%
Drives a vehicle to perform CAPCOG business.	0-30%

Apply here:

<https://narc.org/wp-content/uploads/2023/04/1-CAPCOG-Website-Application-Email-Submit.pdf>