



DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Senior Planner (Climate Pollution Reduction Planning) **(June 2023)**

The Denver Regional Council of Governments serves as a visionary leader along Colorado's central 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, and is the federally designated Area Agency on Aging (AAA) and Metropolitan Planning Organization (MPO) for the Denver region. Our culture and values fuel and inform the work we do. Employees are rewarded with competitive compensation, generous benefits and an adaptable work environment. Sound like a good fit? We'd love to meet you!

Through the Inflation Reduction Act, the Denver-Aurora-Lakewood Metropolitan Statistical Area is set to receive a four-year grant as part of EPA's Climate Pollution Reduction Grant program. **This is a limited-term position for approximately 48 months, with the potential for an extension if additional funding sources are identified.** The Climate Pollution Reduction Planner will be responsible for developing the required planning grant products, as defined by EPA, including climate action plans, quarterly reports to EPA, and monitoring implementation of greenhouse gas reduction measures.

ABOUT THE POSITION OF Senior Planner (Climate Pollution Reduction 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.
- Organizing the Climate Pollution Reduction Planning Grant for DRCOG:
 1. Managing a consultant to perform required technical work and public outreach;
 2. Coordinating with the local and state sustainability agencies to develop planning products and assist with plan implementation;
 3. Leading the effort to produce a Priority Climate Action Plan, Comprehensive Climate Action Plan, and Status Report;
- Developing innovated strategies in climate action planning and implementation;
- Liaising with staff from state, local, and federal partners;
- Representing DRCOG on committees, councils, studies and workgroups;
- Participating in other planning activities, as needed.

- Principles and practices of sustainability and climate action 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.
- 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 skills to gather relevant information to implement solutions.

Education and experience requirements:

Bachelor's degree in sustainability, environmental engineering, environmental sciences, 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.

LICENSING/CERTIFICATIONS:

None required.

STATUS: Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$3,133.00 - \$3,913.95/semi-monthly or \$6,266.00 - \$7,827.90 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 Wednesday, June 28, 2023.

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.