DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Senior Planner (Regional Planning and Plan Implementation)

(January 2024)

The Denver Regional Council of Governments (DRCOG) is looking for a Senior Planner to help local governments and other planning partners implement the region’s plan, Metro Vision. DRCOG adopted the first Metro Vision plan in 1997, building on a legacy of regional planning that dates back to 1955 – long connecting growth, transportation, housing and sustainability.

DRCOG works to help individual communities contribute to Metro Vision outcomes and objectives through different pathways and at different speeds for collective impact. If you have experience managing projects, a passion for working with local governments, interest in providing technical assistance to shape regional growth through local implementation, and a desire to focus your efforts on making life better in the beautiful and sunny Denver region, please apply today!

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!

ABOUT THE POSITION OF SENIOR PLANNER (REGIONAL PLANNING AND PLAN IMPLEMENTATION)

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.
- Provides leadership on efforts to implement Metro Vision, DRCOG’s long-range plan for the growth and development of the Denver Region.
- Builds and maintains 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.
- Manages projects and programs that support the implementation of Metro Vision, as assigned, including self-assessment tools for local governments, such as Boomer Bond; case
studies and other resources on the Metro Vision website; local government convenings and other information sharing workshops or forums; establishing program priorities and supporting local implementation projects and plans; and other local technical assistance.

- Principles and practices of urban and regional 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.
- 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, housing, health and the built environment, social determinants of health, age-friendly communities concepts, corridor and center/node land use planning, or the transportation/land use connection.
- 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 to gather relevant information to solve vaguely defined practical problems;
- Developing and managing collaborative relationships with internal or external partners and project stakeholders

**Education and experience requirements:**

- Bachelor’s degree in urban and regional planning, geography, 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.

**STATUS:** Full-time, Exempt
COMPENSATION AND BENEFITS
The hiring salary range for this position is $6,266.00 - $7,827.90/month or $3,133.00 $3,913.95/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 Wednesday, January 31, 2024.

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.