

## Economic Development Planner

RESEARCH ANALYST II/III (RA II/III)

JOB RECRUITMENT #24-03

<b>SALARY RANGE</b>	Mid \$60,000s to Mid \$70,000s (position level & salary commensurate with education & experience)
<b>LOCATION</b>	Office of Community & Economic Development, Community Planning
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization (MPO). We believe DVRPC provides a stimulating environment that values diversity, innovation, and collaboration, where conscientious professionals can contribute to the betterment of society. If your background and experience overlap the needs of the following vacancy, we would like to hear from you.

### Job Description

The Office of Community and Economic Development focuses on creating livable communities at the regional and local levels through various programs and processes. These include maintaining the regional community and economic development strategy (CEDS), convening meetings with regional economic development stakeholders, facilitating a municipal grant program, developing revitalization strategies through retail and land use analysis, analyzing multimodal access to tourist destinations, and advancing equity and opportunity for all across the region.

The Economic Development Planner is a technical and professional position conducting research and quantitative data analyses that are primarily focused on economic development-related subject areas, but also relevant to community revitalization, environmental justice, equity, housing, long-range planning, and smart growth policies. The employee will gather and analyze data on population, employment, land use, housing, and economic sectors; and conduct research into trends and issues relevant to the region. Work is performed in accordance with well-defined objectives and professional standards under supervision of the Associate Manager, Office of Community and Economic Development, with a reasonable level of independence expected in daily tasks.

### Responsibilities

- Employs critical thinking processes, such as synthesizing quantitative and qualitative data, examining multiple perspectives, and anticipating next steps, in order to arrive at innovative and proactive solutions.
- Supports regional planning initiatives by identifying, organizing, and analyzing demographic, economic, equity, land use, housing, and transportation data, including but not limited to, data from the U.S. Census Bureau, the Bureau of Labor Statistics, and other sources.
- Conducts research, as well as interviews with public and private sector representatives, to inform economic development considerations.
- Formulates recommendations, strategies, or plans, including contributions to the CEDS, to solve economic problems or to interpret markets.
- Provides economic advice and recommendations to businesses, public and private agencies, and other regional stakeholders.
- Responds to specific data requests from member governments, staff, and public and private sector representatives.
- Coordinates with staff and technical and policy-level steering committees during the preparation of studies and plans.
- Compiles and integrates data for the preparation of maps, charts and graphics for use as working tools and for presentation.
- Prepares written text and supporting content for publications, including special data reports, web deliverables, and social media campaigns.
- Presents study and research results to public and private sector representatives.
- Performs related work as required.

### Qualifications

- Ability to think critically, solve problems, and use creativity and logic when researching data to provide detailed analysis.
- Ability to secure and analyze facts through research, interviewing, and investigation, and exercise sound judgment to arrive at conclusions.
- Knowledge of micro- and macroeconomic principles.
- Excellent quantitative skills with an ability to analyze and interpret data.
- Excellent ability to detect trends and changing market conditions through qualitative research and analysis, and reevaluate focus accordingly.
- Considerable knowledge of the principles, practices, and objectives of economic development.
- Considerable knowledge of demographic and economic data sources, standard statistical techniques, and research methodology.
- Capacity to understand the multidisciplinary nature of the planning profession, and approach economic development challenges holistically.
- Strong attention to detail and advanced research skills.
- Strong interpersonal communication skills, with the ability to establish and maintain effective working relationships with associates, planning officials, and the general public.
- Ability to effectively utilize the most appropriate method of communication, whether it be written, graphic, or verbal, for a given situation and/or target audience.
- Knowledge of Geographic Information Systems (GIS), Adobe Creative Suite, Microsoft Office Suite, and Google Platforms is preferred.
- Experience working with, or within, the public sector is desirable.

### Experience & Training

To classify as a Level RA II, a minimum of three years of progressively responsible professional experience is required. To classify as a Level RA III, a minimum of five years is required. Experience in economic development or economics is preferred. Experience in municipal, transportation, and regional planning is encouraged. Such experience may have been gained from a combination of experience and training. Training may have been gained through graduation from a four-year college or university, with major course work in a discipline applicable to the ones listed above. A Master's Degree or a full year of internship experience can be substituted for one year of experience.

**LEARN ABOUT DVRPC'S WORK CULTURE & BENEFITS: [WWW.DVRPC.ORG/HUMANRESOURCES](http://WWW.DVRPC.ORG/HUMANRESOURCES).**

*DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION, MINORITY, DISABLED, & VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. YOU MUST BE LEGALLY ELIGIBLE TO WORK IN THE US.*

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**TO APPLY, SEND RESUME WITH A COVER LETTER TO HUMAN RESOURCES VIA: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG)**