

April 10, 2024

Planner II, Economic & Community Vitality

Starting Annual Salary: \$60,506 – \$90,759*

*Depending On Qualifications, with annual performance-based merit increase program

First Review of Applications: April 29, 2024 (open until filled)**Expected Start Date:** ASAP

Role and Responsibilities

SEMCOG (EOE) is seeking a highly organized and detailed Planner II to join the Economic & Community Vitality team. In this role, the Planner II is responsible for supporting the development of plans through research, data analysis, and policy development; contributing to the development and implementation of the region's economic development strategy; and providing technical assistance to members. The Planner II will also undertake planning efforts related to the implementation of the Comprehensive Economic Development Strategy (CEDS) for the region. As part of these efforts, placemaking, Main Street and downtown revitalization, equitable community engagement, tourism, business attraction, brownfields, fostering entrepreneurship, connecting talent with jobs, and broadband connectivity may be included. As part of the economic and community development planning process, the Planner attends both virtual and in-person meetings with members and partners. Planner II's are also responsible for developing materials and presenting SEMCOG information to a variety of stakeholder groups.

The successful candidate will possess an understanding of economic development planning (i.e., brownfields, GIS experience), effective time management and organization skills, attention to detail, self-motivation, and ability to balance a variety of tasks. In addition to having excellent interpersonal and communication skills, the candidate must demonstrate a strong work ethic and ability to work independently and within teams. This work will include a focus on inclusivity to ensure meeting the vision, *"All people in Southeast Michigan benefit from a connected, thriving region of small towns, dynamic urban centers, active waterfronts, diverse neighborhoods, premier educational institutions, and abundant agricultural, recreational and natural areas."* This position is part of a job series, and offers employee development and promotional opportunities.

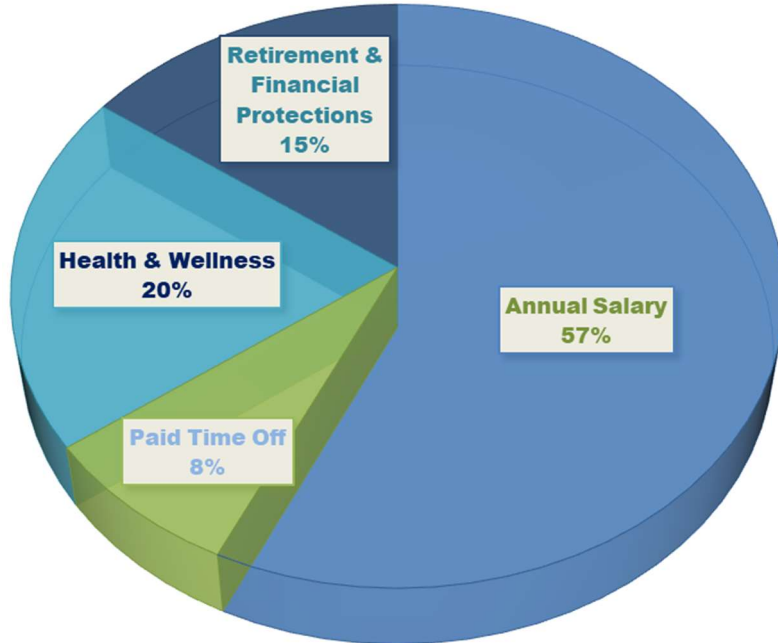
Experience and Qualifications

- Bachelor's degree from an accredited college or university in Economic Development, Community Development, Economics, Public Administration, Urban Studies or Planning, Business, or a related field.
- Three (3) to five (5) years of experience managing and supporting complex and collaborative projects; balancing and building consensus with a close attention to detail and "big-picture" perspective; experience working with local government elected officials.
- GIS experience and knowledge of ESRI products.
- Effective written, verbal, public speaking, and presentation skills required, including a working knowledge of Microsoft Office suite (Word, Excel, PowerPoint).
- Support and promote a strong internal culture based on SEMCOG core values and Diversity, Equity, and Inclusion initiatives.

SEMCOG reserves the right to waive any of the minimum qualifications for applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead SEMCOG to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

Total Compensation Estimate = \$128,659*

In addition to annual base salary, SEMCOG offers a valuable mix of health and fringe benefits! Here’s an estimate of Total Compensation, including salary and benefits, for the Planner II position. On average, employee benefits account for 43% of Total Compensation.



Additional Benefits & Programs

- Flex Time (Core work hours: 9:00 am – 3:30 pm)
- Hybrid Work Environment (A blend of virtual and in-person work. Michigan residency required.)
- Employee Assistance Program
- Tuition Assistance
- Paid Jury Duty
- Transit/Parking Assistance

*Assumes midpoint of salary range and family enrollment in medical, dental, and vision insurances.

Paid Time Off Benefits 8%	Health & Wellness Benefits 20%	Retirement & Financial Protections 15%
<ul style="list-style-type: none"> ❖ Combined Time Off Bank (Vacation, Personal, Sick) <ul style="list-style-type: none"> ▪ 192.40 Hrs / 25.5 Days Annually to Start (accrues bi-weekly) ❖ 10 Paid Holidays Per Calendar Year 	<ul style="list-style-type: none"> ❖ Medical Insurance, SEMCOG Pays 90 – 92% of premium <ul style="list-style-type: none"> ▪ Select from Two Plans (Blue Care Network HMO/HRA, or Blue Cross Blue Shield PPO/HSA) ❖ Dental (No Cost to You) ❖ Vision (No Cost to You) ❖ Flexible Spending Account/ Dependent Care (Pre-tax) ❖ Short- and Long-Term Disability, AD&D, Life Insurance (No Cost to You) <ul style="list-style-type: none"> ▪ Vol. Life buy-up available ❖ Telemedicine & Virtual Mental Health (No Cost to You) 	<ul style="list-style-type: none"> ❖ Defined Benefit Pension Retirement <ul style="list-style-type: none"> ▪ Guaranteed monthly pension benefit upon eligible retirement ▪ No employee contribution required ❖ Defined Contribution Profit-Sharing (401a) 100% Employer-sponsored ❖ 457 Deferred Compensation Plan (Pre-tax) ❖ Social Security / Medicare ❖ Worker’s Compensation ❖ Unemployment Compensation



Join us! How to Apply

Please email employment application, cover letter and résumé to Human Resources at Careers@semcog.org.





About SEMCOG

SEMCOG is a voluntary association of local governments fostering cooperative efforts in order to move the region forward. Since its inception in 1968, SEMCOG has acted as a regional planning partner with local governments in the seven-county Southeast Michigan region, which is made up of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. Membership is open to all counties, cities, villages, townships, intermediate school districts, and community colleges.

SEMCOG is committed to building a staff team that represents the rich diversity of the Southeast Michigan region. As a result, we place an emphasis on diversity, equity, and inclusion in our work, as well as our internal culture. SEMCOG's core values below are the basis of our workplace culture and how we perform our work.

- Visionary – We work holistically, inspiring innovative regional and local solution.
- Collaborative and Inclusive – We are respectful, approachable, and embrace different perspectives to meet the diverse needs of our region.
- Strategic – We are intentional, yet flexible in order to leverage opportunities
- Integrity – We are committed to the ethical and honest stewardship of our fiscal, natural, and built resources.
- Knowledgeable – We strive for excellence through sound data and research and continuous learning, ensuring we are a credible and influential voice for Southeast Michigan
- SEMCOG promotes a positive, fun, flexible, and inclusive workplace that encourages staff to celebrate what makes them unique while learning about the things that they share. We accomplish by asking questions engaging in areas of work that are aligned with our interests. SEMCOG understands the importance of work/life balance, offering the flexibility our staff needs to accommodate their personal needs. SEMCOG values the importance of continuing education and encourages staff to seek opportunities for personal and professional growth.



Diversity, Equity & Inclusion Statement of Principle

We are better together

At SEMCOG, we embrace and celebrate the collective sum of our unique experiences, knowledge and talents, innovation, and self-expression, which strengthens our organization. We all have a role to play in cultivating and preserving a place of belonging. We at SEMCOG define diversity as the presence of differences across a wide range of backgrounds, identities, experiences, and viewpoints. To us, equity means fair, just and impartial treatment, opportunity, access, and engagement for all. We see inclusion as an environment that values, respects, and welcomes all perspectives, especially ensuring underrepresented groups are included. Together, it is our goal to promote a culture of diversity, equity, and inclusion to fulfill our mission and achieve our vision for a connected, thriving Southeast Michigan.

Acquiring Talent

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.





EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____

APPLICATION DATE: _____ **SSS** _____

MINIMUM SALARY ACCEPTABLE: _____ DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of three (3) months. Be sure to sign and date this application.

NAME (Last, First, Middle Initial) _____ LAST 4-DIGITS OF SS# _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____

HOME NUMBER: _____ MOBILE NUMBER: _____

PRIOR ADDRESSES (Last 5 Years): _____

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? Yes No

DO YOU NOW, OR WILL YOU IN THE FUTURE, REQUIRE WORK SPONSORSHIP? Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

ARE YOU INTERESTED IN FULL TIME WORK? Yes No

ARE YOU INTERESTED IN PART TIME WORK? Yes No

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY SEMCOG? Yes No
Relative Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No
IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION? Yes No

Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying SEMCOG in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's rights under the Americans with Disabilities Act. Failure to notify SEMCOG will preclude any claim that the employer failed to accommodate the disabled individual.

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?		HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	Yes	No	_____
G.E.D.	_____	_____	Yes	No	_____
VOCATIONAL	_____	_____	Yes	No	_____
COLLEGE/UNIV.	_____	_____	Yes	No	_____
POST-GRAD	_____	_____	Yes	No	_____
OTHER	_____	_____	Yes	No	_____

PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:

TYPE: _____ NUMBER: _____

TYPE: _____ NUMBER: _____

TYPE: _____ NUMBER: _____

DRIVER LICENSE NUMBER: _____ **EXP. DATE** _____ **STATE ISSUED:** _____

COMPUTER & SYSTEMS PROFICIENCY:

Please list any applicable computer skills:

Typing Speed: _____ WPM

MILITARY SERVICE

BRANCH: _____ DATES: _____

FINAL RANK: _____ TYPE OF DISCHARGE: _____

EA9F; 9B7M7CBH57H

PRIMARY CONTACT: _____ NUMBER: _____

SECONDARY CONTACT: _____ NUMBER: _____

EMPLOYMENT EXPERIENCE

List any jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Briefly summarize your job duties to give the reviewer a general idea of your tasks and responsibilities. *Please include all requested information, even if a résumé is attached.*

May I contact your current employer?YesNo

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

Have you ever worked for a company under a different name? Yes No

If Yes, what was the name? _____

Have you ever been discharged from any employment? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

If Yes, please explain: _____

HOW DID YOU LEARN OF THIS POSITION?

- SEMCOG Careers Page _____
- SEMCOG Social Media Page _____
- Job Posting Board _____
- School (Name) _____
- Referral (Name) _____
- Other (Please specify) _____

*If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons hired by the Gci h YUghA]W][Ub`7ci bV]`cZ; cj Yfba Ybtg`fl YfY]b`UZ]f`G9A7C; `La i ghii bXYf[c`UVUM[fci bX gWYYb`Df]cf`tc`h`YXUH`cZ\]fYZVUbX]XUH]g`a i gh`dfcj]XY`cf][]bU`XcW`a Ybtg`YghUV]gl]b[`h`Yf`Ya d`cna Ybh`Y][]V][]miUg fYei]fYX`i bXYf`h`Y`a a][fU]cb`FYZ`fa`UbX`7`cb]fc`5`WicZ%, *`5`b`]bj`Ygh][U]cb`cZ`dUghYa d`cna Ybhif`YZf`YbW]g`UbX`c`h`Yf]bZ`fa U]cb`k`j`VYV`bXi`W]X`5`W]d]h]bW]cZUb`cZ]f`cZYa d`cna YbhXc`Yg`bchWYUH`UV`b]f`UW]i`U`c`V][U]cb`i`dcb`G9A7C; tc`V`b]bi`Y`Ya d`cna Ybh]b`h`YZ`h`i`f`Y`*

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon SEMCOG. I also understand that nothing in this employment application, in SEMCOG’s statements, policies, or Employee Handbook, or in my communications with any official or representative is intended to create an employment contract between SEMCOG and me. I also understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that SEMCOG retains the right to terminate my employment at any time, as applicable under law. Further, I understand that SEMCOG has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize SEMCOG to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for SEMCOG to obtain access to and copies of records pertaining to this information. I expressly authorize SEMCOG to contact any of my current or prior employers, educational institutions, and other references I have provided, and release all of those employers, educational institutions, references and SEMCOG from any and all liability arising from their giving information about my employment, academic, and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from SEMCOG or any former or current employer, that a disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or has been disclosed to a third person or entity.

I agree not to commence any action or suit relating to my employment with SEMCOG more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Southeast Michigan Council of Governments.

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and condition of employment, including but not limited to, recruiting, hiring, placement promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from eligibility or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

APPLICANT PRINTED NAME: _____

Applicant’s Signature _____ **Date** _____
(Your legal signature; do not print)

FORWARD COMPLETED AND SIGNED APPLICATION TO:

Southeast Michigan Council of Governments • Human Resources Department
Email: Careers@semcog.org