



DENVER REGIONAL COUNCIL OF GOVERNMENTS

OPEN POSITION ANNOUNCEMENT: Program Manager (Regional Planning) (July 2024)

Take the next step in your planning career! The Denver Regional Council of Governments (DRCOG) is looking for a Program Manager 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. Regional planning at DRCOG has long connected growth, transportation, and sustainability, but now has a new focus area of housing with completion of a Regional Housing Needs Assessment and work soon underway on a Regional Housing Strategy.

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, a desire to focus your efforts on making life better in the beautiful and sunny Denver region, and seek to lead a team of practicing planners, 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 PROGRAM MANAGER (REGIONAL PLANNING)

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the Division.

- **SUPERVISE:** Directs staff by prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- **LEAD:** Directs the activities of a function and/or program which includes developing, approving, coordinating, implementing, and evaluating programs, projects, processes, policies, procedures, systems, standards, or service offerings; ensures compliance of function/program goals, policies and performance expectations.
- **RESOURCE:** Develops and oversees assigned budgets; allocates resources; reviews and approves justifications for budget items; monitors and controls expenditures.
- **COLLABORATE:** Develops and maintains internal and external relationships; communicates with internal and external groups regarding services, programs, areas of opportunity, and other information; represents assigned program; negotiates and manages contracts terms and activities when necessary.
- **ADVISE:** Reviews and approves a variety of records, reports, contracts or other documents; makes decisions or provides recommendations based on findings; serve as an advisor to the organization's executive team.
- **PRACTICE:** Acts as a technical resource and subject matter expert within assigned program or function; performs staff work and duties for the most difficult and complex situations and cases. Provides leadership on efforts to update and adapt Metro Vision, DRCOG's long-range plan for growth and development of the Denver region.

- Provides leadership on efforts to update and adapt Metro Vision, DRCOG's long-range plan for growth and development of the Denver region.
- Facilitates efforts to help local governments and other partners implement Metro Vision.
- Fosters a healthy community of planning practice that encourages innovation and knowledge sharing among local government officials, staff and other regional planning partners.
- Builds and maintains productive relationships to advance and sustain the collective impact commitment described in Metro Vision.
- Leads a team of planners building the capacity and capabilities of local governments and other stakeholders to implement Metro Vision through direct or consultant technical assistance.
- Provides leadership and support in building and maintaining DRCOG's role in regional and local housing.
- Management principles and practices;
- Strategic planning principles;
- Budgeting principles;
- Fiscal policy and financial management;
- Program development and administration principles and practices;
- Practices and methods of coaching and leading the work of others;
- Project management principles;
- Advanced principles and practices of urban and regional planning;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes.
- Techniques and methods for organizing, prioritizing, assigning and monitoring work;
- Best practices in stakeholder engagement and management;
- Planning principles and practices for strategic regional growth and development;
- Planning principles and practices to meet regional and local housing needs;
- Principles and practices in one or more of the following areas of planning practice desirable: transit-oriented development, open space conservation, water supply, age-friendly communities concepts, corridor and center/node land use planning, or the transportation/land use connection.
- Providing leadership to staff;
- Delegating and prioritizing work;
- Planning, coordinating, and implementing programs, projects, events, and activities;
- Developing and administering budgets;
- Analyzing processes and making recommendations for improvement;
- Interpreting and applying applicable laws, rules, and regulations;
- Interpreting analytical reports, summaries, and other related statements;
- Utilizing a computer and relevant software applications;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.
- Preparing credible and understandable written materials and presentations;
- Facilitating group discussions and building consensus;
- Exercising political acumen, tact and diplomacy;
- Synthesizing information, articulating issues and making recommendations;
- Understanding and defining agency and division needs and creating work programs;
- Establishing and maintaining effective working relationships with other employees, governmental and non- governmental agency personnel, elected officials, consultants, and the public;
- Facilitating and leading interagency work groups and committees.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in urban and regional planning, geography, public administration or directly related field and five to seven 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:

- American Institute of Certified Planners (AICP) preferred, but not required.

STATUS:

- Full-time, Exempt

COMPENSATION AND BENEFITS

The hiring salary range for this position is \$3,986.84 - \$4,981.34/semi-monthly or \$7,973.68 - \$9,962.68/month or 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 Monday, July 29, 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.