

JOB ANNOUNCEMENT

Senior Planner Community & Economic Development

Triangle J Council of Governments
Durham, NC

Hiring range: \$53,086 to \$55,740

Be part of a creative team in a dynamic & diverse region

Who We Seek

An experienced, creative individual to be part of a highly-regarded effort that works on community and economic development, supporting both regional and member government projects. A positive, customer-focused orientation, an ability to deliver high-quality products in a timely manner, and an ability to be a strong contributing peer in staff and inter-agency teams is desired. We seek someone with a demonstrated passion for helping communities develop as resilient, successful places.

Description of Work

The Senior Planner is part of a fast-paced, multi-disciplinary regional planning department engaged in long-term, regional scale issues that integrate development, environmental quality, infrastructure and mobility. The position works on contract- and grant-funded projects, provides technical assistance, conducts analysis, develops plans and studies and facilitates collaboration among member governments and partner organizations, all in a collaboratively mentored context.

Knowledge, Skills and Abilities

Must be knowledgeable of federal and state laws and policies related to community and economic development. Successful candidates will demonstrate interests and experiences in a wide range of issues, most notably resilient communities, but also housing affordability and community asset management. Excellent research and synthesis skills are required. Superb communication (writing, speaking), interpersonal, and consensus-building skills are imperative, as well as the ability to understand different perspectives, build collaborative relationships and develop and implement creative solutions. The person must be self-motivated, diligent, and able to work with limited direct supervision. Experience with contract and budget development and administration is desirable. Experience with state and federal community and economic development programs is highly desirable. The ability to use Microsoft Office software is required; GIS ability is a plus.

We are seeking a skilled team member who can quickly get up to speed to update the region's Comprehensive Economic Development Strategy (CEDS) and leverage the Triangle Regional Resiliency Assessment and our staff's expertise in housing, water resources and brownfields to benefit the Triangle's cities, towns and counties.

Education and Experience

Required: Master's degree in planning, public administration, or related field, together with four years of progressively more responsible experience in community and economic development. Candidates with a bachelor's degree in a related field, who have extensive experience in project management and demonstrated advanced knowledge, and who have documented participation in specialized instruction (e.g. associated with professional accreditation) may be considered.

Starting Salary & Benefits

Hiring range: \$53,086 to \$55,740 (Salary range: \$53,086 to \$84, 938)

Benefits: The Triangle J Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses; and flexible work schedules. A full list of employee benefits is [here](#).

Our Organization

Providing a platform for collaboration among local governments, stakeholders, and partners in our diverse region of NC. See the kind of work we do [here](#).

How to Apply

1. Download TJCOG employment application at: <https://www.tjcog.org/about/our-job-opportunities>
2. Send completed application package (cover letter, completed application and resume) to:
Employment – Senior Planner
Triangle J Council of Governments
4307 Emperor Blvd, Suite 110
Durham, NC 27703

OR by email to employment@tjcog.org with the subject Senior Planner.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins September 3, 2019.

All employment offers will be within the stated hiring range.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.