Job Opportunities

Job Code: CPS-1602

Job Title: Senior Regional Planner

Job Type: Full-time job

Department: Community Planning and Services

Salary: $70,819 - $103,042

Normal Work Schedule: Monday - Friday 8:30am - 5:00pm

Date Posted: 6/8/2016

Description: The Metropolitan Washington Council of Governments (COG) is seeking a Senior Regional Planner for the Department of Community Planning and Services (DCPS). DCPS is responsible for a wide range of activities, including regional growth forecasts, land use coordination, economic and demographic research, economic and workforce development, affordable housing and homelessness programs, child welfare and public health. The position will primarily be focused on managing cross- departmental projects and initiatives focused on COG's Regional Activity Centers, transportation coordination, and economic development and workforce activities. The successful applicant will be part of a senior team overseeing the principal DCPS work programs, and will also support the Director by helping to identify, seek and obtain new funding opportunities.

Primary Responsibilities

- Activity Centers: Conduct, direct, and maintain data analysis on demographic, economic, land use, housing, and transportation conditions in the region's Activity Centers. Identify additional research, technical assistance, and programming to better support the region's Activity Centers and ensure they are incorporated into all relevant activities at COG. More information on Activity Centers can be found here.
- Land use and transportation technical assistance: Work with Department of Transportation Planning staff to administer and staff three technical assistance projects to members focused on land use and transportation connections. Activities include program administration, outreach to encourage applications focused on regional priorities, project management, coordination with other public agencies, and facilitation of peer exchange among recipients and members.
- Economic and workforce development: Coordinate multiple economic development and workforce initiatives, including overseeing labor market information analysis, outreach and collaboration with local economic development departments and workforce development entities, and supporting COG's involvement in the Global Cities Initiative.
- Work with Executive Office and other departments on Board and Executive initiatives.
- Provide project management for reports and initiatives, including overseeing staff teams and consultants.
- Conduct outreach and engagement to local elected and appointed officials, member agencies, and partner organizations at the local, state, regional, and federal levels.
- Research new approaches for regional planning agency analysis and planning, and provide assistance in implementing new initiatives.

- As appropriate, support COG technical and policy committees, including developing and implementing work programs. Committee support would include, but not be limited to, the Planning Directors Technical Advisory Committee, the Cooperative Forecasting Subcommittee, the Housing Directors Advisory Committee, and the Region Forward Coalition.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of regional planning.
- Successful grant-writing or business development experience.
- The ability to clearly communicate complex technical topics to non-technical audiences through writing and speaking.
- Strong communication skills, including public speaking, meeting facilitation, and visual presentation.
- Strong writing skills are required.
- Strong analytical and critical thinking skills and the ability to develop strategic approaches.
- Strong software skills in Microsoft Office programs (Word, Excel, PowerPoint).
- Skills in ArcGIS, Adobe Creative Suite, SAS, Microsoft Access, or other statistical and database software a plus.
- Experience with Census, American Community Survey, and other government and commercial economic and demographic datasets.
- Ability to work effectively across departments and agencies.
- Ability to prepare, produce, and present clear, effective, and accurate reports and presentations. Education and Experience.
- Requires at least 7 years' experience in urban planning, public policy, or a related field, and possession of a Masters' degree in urban planning, public administration, or a related field. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

SUPERVISORY RESPONSIBILITIES

May manage subordinate staff members and associated programs. Is responsible for overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

To apply, please submit your cover letter, salary requirement, & resume to:

Metropolitan Washington Council of Governments

777 North Capitol Street, NE Suite 300 - Attention: OHRM Washington, DC 20002-4239 or email to resumes@mwcog.org Please visit our website at: www.mwcog.org

Fax: 202-962-3715

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