



**HIGH COUNTRY**  
COUNCIL OF GOVERNMENTS

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468 New Market Blvd. | Boone, NC 28607

### **JOB OPENING**

**JOB TITLE:** Resiliency Planner

**TYPE OF POSITION:** Temporary/Grant Funded; Full-time

**SALARY:** Dependent on Qualifications

**PURPOSE:** The Resiliency Planner assists local governments with identifying and securing grant funding, administering grant awards and contracts, developing long range planning documents, and providing other technical assistance with the goal of increasing resiliency in the High Country region.

### **RESPONSIBILITIES**

1. Assists local government staff and elected officials with administration and implementation of funds stemming from the American Rescue Plan Act.
2. Writes, compiles, and coordinates grant applications for local and regional projects.
3. Tracks funding opportunities and communicates frequently with local government partners to match local needs with available grant programs.
4. Develops documents including, but not limited to, comprehensive plans, resiliency plans, land use plans, infrastructure plans, recreation plans, and economic development plans.
5. Provides technical assistance and recommendations to local governments and community partners on a wide range of topics.
6. Stays abreast of planning best practices and emerging topics. Effectively communicates with local governments to educate them on planning topics and encourages them to improve local planning policies and practices.
7. Interprets, applies, and explains complex laws, codes, regulations, policies, and procedures.
8. Creates and delivers presentations to member governments and local stakeholders regarding current projects, potential technical assistance, and HCCOG resources.
9. Collaborates with peers, state agencies, and other partner organizations to advance regional interests.
10. Frequently works with financial and other complex data requiring attention to detail and accuracy.

11. Provides excellent customer service to clients, member governments, and HCCOG staff members.
12. Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES NEEDED**

1. Knowledge of public administration, strategic planning, and grant writing
2. Knowledge of data analysis and reporting, project management, local government ordinances, government regulations, state law, grant administration, and legislative processes
3. Knowledge of federal and state regulations related to planning, economic development, community development, and procurement
4. Knowledge of federal, state, and regional agencies and grant programs
5. Knowledge of Microsoft Office 365 and Adobe Acrobat software
6. Knowledge of Adobe InDesign, Illustrator, and Photoshop software preferred, but not required
7. Knowledge of GIS planning methodology, the use of GIS data, and ESRI GIS software preferred, but not required
8. Ability to use common virtual meeting platforms such as Zoom, GoToMeeting, or Microsoft Teams
9. Ability to prepare, analyze, process, and summarize complex data including demographic and financial data
10. Ability to write clearly and concisely
11. Ability to work independently
12. Ability to research and troubleshoot issues
13. Ability to establish and maintain effective working relationships with elected and appointed public officials, clients, coworkers, and the public
14. Ability to plan and manage multiple projects at the same time
15. Ability to provide clear and effective oral presentations to small and large groups

**PHYSICAL REQUIREMENTS:** Must be able to physically perform the basic operational skills of talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly, and lift, carry, push, pull or otherwise move objects. Must possess the visual acuity to prepare data and statistics, to read extensively, and to operate a computer.

**SPECIAL REQUIREMENTS:** Some travel will be required both within the seven county High Country region and outside of the region, including infrequent overnight travel.

**EDUCATION, EXPERIENCE, AND TRAINING:** A bachelor's degree preferably in Public Administration, Political Science, Urban and Regional Planning, or a related field. Relevant work experience is preferred, but not required.

**TO APPLY:** Submit your cover letter, resume, a writing sample, and three professional references to [info@hccog.org](mailto:info@hccog.org) by **5 p.m. on Friday, August 12, 2022**. Position open until filled.

*This job description does not create an employment contract, implied or otherwise. The High Country Council of Governments is an equal opportunity employer.*