



## **HIGH COUNTRY COUNCIL OF GOVERNMENTS**

468 New Market Blvd. | Boone, NC 28607

### **JOB OPENING**

**JOB TITLE:** Planning and Economic Development Director

**TYPE OF POSITION:** Full-time

**HIRING SALARY:** \$71,500-\$80,000 dependent on qualifications and experience

#### **General Statement**

Performs complex professional and difficult administrative work planning and directing HCCOG's mission, vision, and priorities regarding short and long-term strategic local and regional planning initiatives.

#### **Distinguishing Features of the Class**

An employee in this class directs a staff of professional planners and technical personnel and plans, programs, and budgets for the COG's planning programs. Work includes supervising employees, administering and coordinating local and regional planning projects and grants, providing regional and local planning technical assistance to local governments, convening regional planning staff and elected officials to address local and regional planning issues, managing the implementation of regional sustainability programs, developing new planning programs and initiatives to serve the needs of local governments, serving as leader in the organization, advocating and implementing improvements to internal systems and processes to improve efficiency, communicating organizational value to constituents. Work requires extensive knowledge of the planning and development field, of local government structure, needs and problems, and is characterized by independent managerial and professional judgment and initiative; skill in facilitating consensus in varied groups of stakeholders; and staff management and leadership skills. Work is performed under the general supervision of the Executive Director and is evaluated through conferences, reports, success in receiving funding and in meeting project goals, progress on projects, and feedback from clients and staff.

#### **Illustrative Examples of Work**

- Receives requests for assistance from local governments and matches requests with appropriate level of assistance.
- Plans, supervises, administers, and coordinates various professional planning activities including the direction and support across a diverse set of local and regional planning initiatives.
- Assists in the creation and implementation of administrative procedures to ensure efficiency, stability, and growth of the department.
- Serves as lead representative of the organization and department to develop and maintain professional relationships with local, regional, state, and federal leaders.

- Seeks and secures grant, contractual, and other funds to support the department's needs including staff and project work required to fulfill plans, strategies, and priorities.
- Helps guide organizational and departmental communications and public relations as well as the creation and maintenance of reports, websites, social media, press releases, media interviews, etc.
- Manages department budgetary processes and oversees individual project budgets to ensure both short and long-term growth and stability, fiscal soundness including timesheets, invoices, and fiscal controls management.
- Attends, organizes, facilitates, and/or presents at professional conferences, trainings, workshops, etc. at the local, regional, state, and federal levels to fulfill strategic plans and project objectives and priorities.
- Builds and maintains both policy and working knowledge of multiple specialty, and sub-specialty areas including, but not limited to, infrastructure, economic development, community development, environment, housing, health, etc.
- Directs the development of technical assistance for local governments to improve their effectiveness and to promote cooperative multi-jurisdictional planning and development.
- Consults with and advises local officials on planning and governance issues; helps build consensus on complex issues.
- Supervises agency planning program staff; assists in the recruitment and selection of assigned personnel; assigns, directs, and inspects the work of staff; coaches, counsels, trains, disciplines and evaluates the performance of assigned staff; recommends rewards, promotions, transfers, suspensions, demotions, and terminations of assigned personnel.
- Advises the Executive Director on ways and means of planning and implementing an overall regional planning and development strategy.
- Provides facilitation and management services for local and regional efforts; provides staff support and technical guidance to various governing boards, task forces, and groups; helps build consensus on complex and contentious issues.
- Maintains technical and working competence in the disciplines and areas of expertise managed in order to strategically manage, advise, evaluate, and do the work;
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Comprehensive knowledge of the principles and practices of public sector planning especially in areas such as smart growth and urban planning and in areas such as transportation, energy/environmental and local/development planning and GIS, and of governmental laws, programs, and services related to these processes.
- Considerable knowledge of the environmental and socioeconomic implications of the planning process.
- Considerable knowledge of management and leadership principles and practices as applied to human behavior, motivation, budgeting, purchasing, grants and contract management and related issues.

- Considerable knowledge of laws, regulations, and organizational policies related to personnel and project management.
- Considerable skill in the collection, analysis, and presentation of technical data and planning recommendations.
- Considerable knowledge of information technology and its applications to the planning and environmental management fields including the use of GIS systems.
- Skills in the collection, analysis, and presentation of technical data and planning recommendations.
- Skills in leadership, management and supervision and in facilitation involving consensus building.
- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and local government officials, and the general public.
- Ability to provide effective planning and grantsmanship assistance to local governments.
- Ability to direct the preparation of comprehensive reports and studies.
- Ability to express ideas effectively in oral and written forms and make effective public presentations.

### **Minimum Education and Experience**

Bachelor's degree in planning, community development, regional and urban planning, public administration or related field and five or more years progressively responsible local governmental or regional planning experience including considerable supervisory and management experience; or an equivalent combination of education and experience.

### **Special Requirements**

- Possession of a valid North Carolina driver's license.
- Possession of Certified Planner Certification through the AICP, preferred.

### **Physical Requirements**

Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Employee must have close visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Physical activities may include standing, fingering and repetitive motion.

### **Working Conditions**

Work is performed in an office with a controlled environment without exposure to harmful conditions. Position is subject to meetings outside the normal 8-hour day environment and may include travel to facilities, working after hours and on weekends without additional compensation.

**FLSA Status:** Exempt-Executive

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, authorities and qualifications required of employees to perform the job. The HCCOG Executive Director reserves the right to assign or otherwise modify the duties assigned to this classification.

November 2022