



HIGH COUNTRY

COUNCIL OF GOVERNMENTS

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468 New Market Blvd. | Boone, NC 28607

JOB OPENING

JOB TITLE: Planner/Housing Coordinator

TYPE OF POSITION: This is a full-time position.

HIRING RANGE: \$45,000 - \$55,000 annually based on qualifications

LOCATION: This position has the ability to be hybrid office/remote role, but the ability to travel throughout the 7-county region is necessary.

HOURS: 8:30am – 5:00pm, Monday – Friday (37.5 hours per week). This position requires you to attend infrequent evening meetings outside of normal work hours. Comp time is provided in such instances.

PURPOSE: This position will assist the region’s local governments with grant management, grant writing, housing needs; works with and assists local government planners, managers, and community and economic development interests in the seven-county area of the High-Country Council of Governments.

RESPONSIBILITIES

1. Works with local government managers, administrators, and elected officials to build local management capacity and to promote planning and economic development.
2. Collects, organizes, and presents data on planning issues to government officials and makes recommendations to meet local and regional needs.
3. Develops and updates various plans and studies for local governments. These may include land use plans, recreation studies, personnel pay plans, watershed management plans, population and economic studies, solid waste management plans, pay studies and others as needed.
4. Participates in meetings with local officials for the purpose of making recommendations and explaining planning work within the Region.
5. Develops and submits grant/loan applications at the request of local governments.
6. Maintains current knowledge of federal and state loan/grant programs related to the planning field. This includes the Community Development Block Grant Program, United States Department of Agriculture Office of Rural Development, Economic Development Administration, and Appalachian Regional Commission grants among others.

7. Coordinates the development of special projects or surveys, which would have a particular benefit or service to member local governments.
8. Maintains relationships with appropriate federal and state agencies and staff persons; including acting as a liaison between those agencies and member local governments when needed.
9. Assists in keeping the Director of Planning and Development informed of new assistance opportunities, regulatory changes, and other state/federal developments affecting local governments, and ensuring that member governments are aware of such developments.
10. Provides technical assistance and support to planning boards and county and town boards of commissioners in the region.
11. Performs related work as may be assigned by the Director of Planning and Development or the Executive Director.

EXPERIENCE, SKILLS, AND ABILITIES NEEDED

1. Knowledge of the elements of Federal and State programs related to planning and their application within the Region.
2. Knowledge of Federal and State law affecting local governments.
3. Ability to communicate clearly and effectively in verbal and written form.
4. Ability to establish and maintain professional, cooperative working relationships with co-workers, local officials, managers, administrators, and State and Federal personnel.
5. General knowledge of the principles and practices as applied in the operation of all phases of local governments.
6. Considerable knowledge of statistical and analytical techniques applied in the collection of planning and management data, and in the preparation of planning reports and maps
7. Experience with grants management and grant writing.
8. Knowledge of local government zoning ordinances, land use regulations in North Carolina highly preferred.
9. Experience managing multiple projects successfully.
10. Experience using Microsoft Office 365, Google workspace, and Adobe Acrobat software.
11. Ability to use common virtual meeting platforms such as Zoom, GoToMeeting, or Microsoft Teams
12. Ability to maintain a high level of organization across multiple projects and clients.
13. Ability to write clearly and concisely.
14. Ability to work independently.
15. Ability to establish and maintain effective professional working relationships with elected and appointed public officials, clients, coworkers, and the public.

16. Ability to learn, understand, and adhere to grant program requirements quickly.
17. Ability to explain complex program requirements and concepts to local government staff and elected officials.
18. 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. Must possess a valid state-issued driver's license and have the ability to operate a motor vehicle.

SPECIAL REQUIREMENTS: This position requires frequent travel within the seven county High Country region to attend meetings and assist local governments. Company cars are available for these trips. This position may require very infrequent travel outside of the region, including overnight travel for training and conferences.

EDUCATION, EXPERIENCE, AND TRAINING: A bachelor's degree or an equivalent combination of education/experience in Planning, Public Administration, Local Government or a related field. Certified Zoning Official (CZO), American Institute Certified Planners (AICP) certifications and relevant work experience is highly preferred.

TO APPLY: Submit your cover letter, resume, and three professional references to info@hccog.org. Initial review of applications will take place on Monday, April 10, 2025. 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.