**ECONOMIC DEVELOPMENT PLANNER**

Central Texas Council of Governments Planning and Regional Services Division is seeking a Economic Development Planner to conduct planning projects for the region. Duties include research, planning, developing, implementing, and monitoring long-range agency plans and grant programs; preparation and hosting of planning committee and public meetings regarding various planning processes; providing technical assistance to program staff, governmental agencies, community organizations, or the public; and serving as liaison to outside agencies.

Bachelor’s degree required from an accredited four-year college or university with major coursework in community or regional planning, geography, transportation planning, civil engineering, business or public administration, economics, political science, environmental science, or a related field. Two years of previous planning experience with strong communication skills, attention to detail, knowledge of grant management and geographic information systems preferred.

Full job description and application available at:

<https://ctcog.org/about/careers/>

Please e-mail resume and application to: [anna.olvera@ctcog.org](mailto:anna.olvera@ctcog.org)

or mail to:

CTCOG P&RS

Attn: Uryan Nelson

P.O. Box 729

Belton, Texas 76513

or phone with any questions: 254-770-2373.

Job Description: Economic development PLANNER

**CLOSING DATE:** TBD

# Summary of Position

Assist the Planning Director and Planning Manager, and other planning staff in conducting planning projects for the region. Duties include gathering necessary data for documentation of plans, developing plans, and providing technical assistance to public and private organizations in the region; and serving as liaison to outside agencies.

# Organizational Relationships

Reports to: Planning Director and Planning Manager

Directs: This is a non-supervisory position

Other: Works with local, state, and federal government agencies; and has contact with program directors of the regional council, area elected officials, private firms, consultants, and the public.

## essential Job Functions:

* Collects, organizes, and analyzes data required in the development of plans or programs.
* Participates in technical, policy, and interagency planning meetings.
* Reviews and evaluates planning material for contractual compliance.
* Prepares reports and assists in making presentations.
* Research federal and state regulations.
* Researches and analyzes local, state, and national trends; policy issues; and proposed legislation, regulations, or rules to determine impact; and makes recommendations.
* Consults and communicates with other departments, agencies, and civic groups.
* Conducts field and telephone surveys.
* Conducts planning studies such as feasibility studies or master plans.
* Assists in providing technical planning assistance to the general public; developers; contractors; and local, regional, or state entities.
* Assists in reviewing plans, proposals, and studies.
* Assists in developing policies and procedures for implementing plans or programs and measuring progress.
* Assists in developing short-range and long-range local and statewide plans, projects, or programs.
* May prepare and monitor performance measures.
* Performs related work as assigned.

# Experience and EDUCATION

Bachelor’s degree from an accredited four-year college or university with major coursework in community or regional planning, geography, transportation planning, civil engineering, business or public administration, economics, political science, environmental science, or a related field.

Two years of previous planning experience preferred.

# Required Knowledge, Skills, and Abilities

Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research. Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics; standard office practices and procedures and familiarization with Microsoft Office Suite. Knowledge of geographic information systems (ArcView and Arc Info GIS systems) is beneficial. Ability to evaluate planning material, to conduct research, and to communicate effectively. Maintain effective working relationships with local, state, and federal agencies, regional council program directors, private firms, and the general public.

Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

# Certificates and Licenses Required

Appropriate Texas Driver’s license, current proof of automobile insurance, and available/alternate means of transportation.

**SALARY**

$42,000

**RESUME AND APPLICATION SUBMISSION**

Application can be downloaded by visiting:

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