

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

<u>POSITION:</u>	COG Planner
<u>REPORTS TO:</u>	Executive Director
<u>BUDGET TO:</u>	Multiple accounts
<u>SUPERVISES:</u>	No direct supervision: may supervise others on specific tasks
<u>PAY RANGE:</u>	Salary range is from mid-to-upper \$40,000s to the mid-to-upper \$50,000s; salary set by Executive Director DOE.
<u>CLASSIFICATION:</u>	Regular/full-time; year-to-year: salaried/exempt: annual renewal contingent on positive evaluation and funding.
<u>POSITION SUMMARY:</u>	The Regional Planner provides professional services in the inter-related fields of regional planning, community development, grantsmanship, writing and technical assistance to local governments in the tri-county Northwest New Mexico region.

QUALIFICATIONS:

1. **College education:** Bachelor's degree required; postgraduate work preferred. (Significant experience, past performance and skill may be considered in lieu of academic requirements.)
2. **Related experience:** Five (5) years of experience in professional work related to community planning, public administration, grantsmanship, project management or related fields. (Compatible academic coursework may be substituted for past experience; broad range of experience, such as in multicultural situations, will be positively considered.)
3. **Strong communication skills:** Ability to build and sustain constructive and cooperative working relationships; good public relations skills, including appropriate discourse with a diverse range of contacts, clients and citizens; positive and constructive attitude; flexible and adaptable personality; mature approach to conflict resolution; ability to work with, facilitate and lead groups, teams and committees; ability to make public presentations with confidence, effectiveness, and appropriate adaptability to different audiences.
4. **High energy:** Ability to sustain high levels of performance, enthusiasm, flexibility and productivity, to handle productive stress, and to meet aggressive deadlines.
5. **Professional commitment:** Strong goal orientation; commitment to meet high professional standards; ability and willingness to take risks and seek innovative responses to the region's development challenges; ongoing professional interest in the work of regional and community development.
6. **Strong writing skills:** Ability to independently compose and self-edit correspondence, reports, summaries, and proposals; ability to interpret general information, direction and intent into appropriate written products; ability to represent workshop and meeting results in narrative, tabular and other report formats.
7. **Good analytical skills:** Ability to read, comprehend and evaluate a wide range of professional material; ability to analyze situations and problems and to work systematically toward solutions and responses; a "quick study" on projects (purpose, context, key players, relationships, etc.); ability to research, interpret and report information across a range of topics and applications.
8. **Mature self-direction:** Ability to take general direction and pursue tasks and objectives independently of close supervision, and to show initiative in solving problems and seeking answers from a variety of sources.
9. **Sense of organization:** Ability to organize projects, schedules, activities, materials and information in an efficient and productive manner.
10. **Fluent computer/word processing skills:** Ability to efficiently utilize current computer software to compose, edit, format and print presentation-quality documents; ability to utilize, or to learn and master,

telecommunications, database, spreadsheet and statistical programs; strong working familiarity with Windows-based applications. GIS knowledge and application is preferred.

11. Driver's license: Possession of or ability to obtain a valid New Mexico driver's license.

PRINCIPAL RESPONSIBILITIES:

1. Research: Conducts research on a variety of topics as required by the organization's programs, projects and services; compiles, interprets and applies statistics; utilizes statistical analysis software; and prepares research reports as needed.
2. Technical writing: Prepares technical reports, grant proposals, and correspondence for internal and external use as assigned, subject to review and supervision by senior planning staff; uses the computer as a primary tool of communication and documentation.
3. Meeting facilitation: Designs and prepares for a variety of meetings and workshops; provides and/or supports group leadership and facilitation; and provides documentation of meetings and workshops as needed.
4. Project management: Develops and manages specific projects or events as assigned, including coordination of the work in such areas as regional transportation, inter-agency forums, economic research and development, and program planning.
5. Inter-agency communications: Assists with inter-agency communications and liaison tasks on behalf of the COG and in support of various client services, projects and events; prepares and delivers written, verbal and public reports as needed and assigned to governmental and other groups; provides legislative technical assistance and liaison services to local governments

GENERAL CONDITIONS, EXPECTATIONS AND REQUIREMENTS:

1. Residency: Must reside within commuting distance of Council of Governments headquarters in Gallup, New Mexico.
2. Comportment: Professional business attire is required; professionalism is expected in communications with governmental clients and associates, and with the public; appropriate and authorized representation of positions, roles, interests, capabilities and commitments of the organization is expected.
3. Initiative: High levels of initiative and facilitative leadership are expected in the accomplishment of assignments under general and specific professional supervision.
4. Travel: Frequent vehicular travel within the region and occasional travel outside the region by commercial carriers will be required.
5. Physical requirements: Ability to efficiently operate a passenger vehicle, to independently conduct local, regional, in-state and out-of-state travel, including field visits to office and land sites throughout the region, and to operate standard office equipment is required.
6. Limitations: The employee is responsible for informing the employer of any physical, mental or other factors with may substantially affect or limit ability to meet the demands of the position.

Approved by: Evan Williams, Executive Director