



Capital Area Council of Governments Job Description

CAPCOG Title: Regional Community Development Planner
Division: Community and Economic Development
Reports to: Director of CED Division
State Title and Salary Grade: Planner II/Research Specialist III/B20
FLSA Status: Exempt Non-Exempt

GENERAL DESCRIPTION

Performs economic and community planning work that requires research and data analyses to guide project development at the community and regional level. Assists with regional projects related to housing, transportation, and other growth management issues by using economic and demographic research to develop reports, make recommendations, maps, and plans. Supports regional economic competitiveness, strategies implementation, and performance measures reporting and assessments for policy consideration. Also, works with local communities to provide data-driven and actionable analysis for their projects. Works under limited supervision, with considerable latitude for use of independent judgment and initiative.

ESSENTIAL FUNCTIONS

- Collects, compiles and analyzes demographic and economic data to support planning and policy recommendations with a focus on community and regional economic development activities.
- Supports regional planning work related to transportation, housing, environmental issues, land use and growth management trends, and regional economic competitiveness factors
- Identifies and applies extensive data sources to support tasks related to research, analysis, plans and reports, online dashboards and presentations, and develops surveys and other outreach tools.
- Supports county transportation and economic development projects with community outreach and data development including but not limited to economic and demographic analysis regarding trends, gaps, opportunities, and other factors relevant to the goals and recommendations for the community.
- Works with existing GIS data and may identify other visualization data necessary to produce information and guidance to support planning and analytical work at the regional and local levels.
- Assists with identifying tools, regulations, statutes, and funding for community and economic development projects.
- Prepares reports and plans and make presentations to support project and outreach work for agency programs related to social services, solid waste, transportation, and other community development efforts including annual state of the region report.
- Assists communities to develop presentations and proposals to support business development efforts using various types of data and analysis.
- Performs related work as assigned.

GENERAL QUALIFICATIONS

Education

Graduation from an accredited four-year college or university with major course work in community and regional planning, economics, or public administration required.

Completion of graduate-level coursework that incorporates data-driven economic and demographic analyses required; work experience can be substituted.

Experience

Two years' of professional experience in planning, community or economic development, or a related field required. Experience must include work with quantitative and qualitative research and analyzing demographics and statistics.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of planning.
- Strong writing and verbal communication skills with the ability to communicate technical findings to non-technical audiences.
- Advanced skills with ArcGIS and Microsoft Office Suite.
 - Competency in any of the following is preferred: Adobe Creative suite, Statistical software (e.g., SAS, Stat, R) Tableau or similar data visualization software, or Envision Tomorrow.
- Fluency with data and tools, particularly Census, ACS, EMSI, BLS, and similar economic and demographic datasets.

CAPCOG Core Competencies

- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.
- Teamwork - Recognizes independence and talent of each member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed, and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.

Position Specific Competencies

- Conceptual/Strategic Thinking – Demonstrates an ability to distill broad themes and ideas from specific events.
- Initiative – Take action to achieve goals beyond what is required or expected without being asked.
- Project Management – Defines and builds consensus among team members and the client's organization about goals, actions, milestones, and required resources to meet project objectives.
- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, considering others' inputs, and personal values and ethics.
- Job Knowledge – Demonstrates understanding of objectives, duties, and responsibilities in accordance with the job description.
- Technical Knowledge – Proficiency in use of methods, tools, equipment, and other materials necessary to accomplish work.

Physical Requirements

Remain in a stationary position at a desk throughout the workday.	Frequently
Stand and perform tasks throughout the workday. May be stationary for periods of the day.	Seldom
Move about inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
Coordinate precise movements of the fingers in order to use office productivity machinery or perform intricate tasks.	Regularly
Move objects weighing up to designated # of pounds.	Seldom - 15 lbs
Lift objects from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
Converse with others both in person and over the phone.	Seldom
View details at close range (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
Move body into multiple positions to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
Performs duties in professional office environment.	Frequently
Performs duties while exposed to conditions of heat, cold, humidity, wind and/or rain.	Seldom
Drives a vehicle to perform CAPCOG business.	Seldom

Other Requirements

Must maintain a valid driver's license and have dependable transportation for travel within the region with proof of vehicle insurance as required by the State of Texas.

I have read and understand all aspects of this job description. I have discussed the duties with my supervisor.

Employee Printed Name, Signature and Date

Supervisor Printed Name, Signature and Date