



Capital Area Council of Governments Job Description

CAPCOG Title: Planning and Research Coordinator

Division: Regional Planning and Services

Reports to: Director of Regional Planning and Services

State Title and Salary Grade: Planner IV B-23

FLSA Status: **Exempt** **Non-Exempt**

GENERAL DESCRIPTION

Performs advanced (senior-level) planning and research work to support regional planning, agency programs, and local governments. Coordinates regional planning efforts for the agency, especially related to land use, transportation, workforce housing, and environmental protection. Coordinates research and data analyses to support regional planning efforts and various agency programs, including data collection and analysis, preparation, and presentation of reports, and developing data visualizations for CAPCOG's website and social media accounts. Position may assist agency programs and local governments with identification of funding sources to support responsible regional growth. Works under minimal supervision with a latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Planning for agency programs including transportation, workforce housing, environmental protection, senior services, and public safety with data analyses and projections including visualization and mapping of outputs.
- Conducts research and data analyses, including demographic and economic information, to support community planning, strategic plans, workforce and industry assessments, market studies and economic development projects.
- Identifies and analyzes policies, statutes, and programs for applicability to local and regional planning efforts as well as ongoing studies and reports, and monitors and tracks proposed changes to state and federal legislation.
- Prepares newsletters highlighting new data, laws, regulations, research, or analysis, that would be useful to CAPCOG members.
- Convenes and coordinates special workgroups to address issues of interest to CAPCOG members not already addressed in existing programs.
- Researches new funding opportunities for CAPCOG works with program managers to develop funding applications for state and federal grants as well as proposals to foundations and non-profit organizations.
- Assists communities with creating of Public Improvement Districts (PIDs), Tax Increment Financing (TIF), and other financing tools to support local development projects.

GENERAL QUALIFICATIONS

Education

Bachelor's degree from an accredited university is required; major coursework in city or regional planning, economics, or statistics is preferred.

A Master's degree in planning from an accredited university *or* an American Institute of Certified Planners (AICP) certification is required.

Experience

At least 3-5 years of professional work experience related to the job description is required.

Experience working with ArcGIS Pro or ArcMap within the past 2 years (either in work or in school) is required.

Knowledge, Skills, and Abilities

- Knowledge of Texas statutes related to planning, transportation, and economic development.
- Proven skills in research and data analysis.

- Experience with GIS software and creating data visualizations.
- Ability to work across numerous program areas.
- Knowledge of data sources to support work with demographic and economic data.
- Strong verbal and written communications skills.

Position Specific Competencies

- Judgment – Demonstrates critical thinking based upon in-depth data gathering, corroborating information, consideration of others’ input, and personal values and ethics.
- Conceptual/Strategic Thinking – Demonstrates ability to distill broad themes and ideas from specific information and events.
- Organizational Skills – Manages with attention to detail, thoroughness in reporting, use of effective processes, and provides oversight on project implementation.
- Professional Confidence – Demonstrates an ability to communicate effectively with others about current topics, trends, and experiences in their primary field while seeking out challenging new tasks or projects.

Other Requirements

- Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.

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.	Regularly
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

KEY

Never 0% Seldom 0-30% Occasionally 30-60% Frequently 60-90% Constantly 90-100%

Seldom would be up to 12 hours per week or 0 to 2.4 hours per day

Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day

Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day

Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day

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