



Capital Area Council of Governments Job Description

CAPCOG Title: Planning and Economic Development Manager

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 policy, project and planning activities focused on economic development, land use, transportation, workforce housing and other regional issues that support the region's growth initiatives. Coordinates research and data analyses to support regional planning and projects, 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 considerable latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

Essential duties and functions include the following. Other duties and tasks may be assigned.

- Manages all activities of the economic development district including planning, project development, and grant administration as well as development of the Comprehensive Economic Development Strategy (CEDS) and projects focused on regional economic competitiveness factors.
- Manages activities for transportation initiatives, including rural transportation planning and coordination of regional transportation planning in cooperation, transportation and economic development plans for rural communities, and other transportation and land use issues identified, including coordination with other regional transportation organizations.
- 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 meetings and workgroups to develop policy recommendations, funding requests, or work on issues that impact local communities.
- May research, develop and manage new funding opportunities to support new or ongoing activities including state and federal grants, proposals to foundations and non-profit organizations.
- May assist communities with creating of Public Improvement Districts (PIDs), Tax Increment Financing (TIF), and other financing tools to support local development projects.
- Supervises staff responsible for managing federal and state grants including EDA, HUD, and TxDOT.

GENERAL QUALIFICATIONS

Education

Bachelor's degree from an accredited university is required; major coursework in city or regional planning, economics, or statistics is preferred. Either a master's degree in planning from an accredited university or an American Institute of Certified Planners (AICP) certification is preferred.

Experience

At least 3 years of professional work experience directly related to primary duties in 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.

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.

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.

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