



NWNMCOG | NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

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US Economic Development District #1
NM State Planning District #1
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Executive Director | Evan Williams

JOB PROSPECTUS

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Associate Planner I

THE ORGANIZATION:

Northwest New Mexico Council of Governments ("the COG") was formed in 1972 as one of 7 regional planning districts in New Mexico, currently covering Cibola, McKinley and San Juan Counties. The northwest region is also home to four Native American tribal nations, inhabiting dozens of rural communities across the 15,000-square-mile landscape.

The COG's annual budgets average around \$2.5 million, depending on available grant and contract funding from various sources. Base funding comes from membership dues from the region's cities and counties, annual appropriations from the State Legislature for regional planning districts, the State Department of Transportation for administering the Regional Transportation Planning Organization (RTPO), and the US Economic Development Administration (EDA) for economic development planning and development. Other funding comes from special grants and contracts from Federal, State, Local, and Foundation agencies.

The *mission* of the Council of Governments is to advance Northwest New Mexico by serving local governments in regional partnership. To that end, the COG's *vision* is to "lead the field" in the work of empowering communities, promoting regional competence and moving the region forward.

The COG work includes research and technical assistance to local governments and other stakeholders in policymaking, planning, project development, research, resource development, regionalization, convening and facilitating groups, communicating between and among agencies, and coordinating efforts across the many disciplines of community and economic development.

THE POSITION:

The COG is looking for a skilled and motivated professional to fill the position of **Associate Planner**, joining a professional team of public servants dedicated to assisting communities and uplifting the northwest New Mexico region through responsive planning and technical assistance services.

We seek someone with strong academic, writing and computer skills that can be applied to professional planning and development work. We also seek a professional with a desire to develop a career in community planning and development, an interest in public service, a commitment to deliver high energy and flexibility to the work, good multicultural experience and strong teamwork and social skills. The Associate Planner needs be a self-starter who is able to anticipate and initiate, think quickly, solve problems, process information, and "connect the dots" between related issues.

The Associate Planner need not be a specialist in any given discipline, and in fact a “generalist” orientation may well serve, since the tasks and projects that arise in the COG work span a wide range of technical demands, as well as public needs and goals across the community and economic development spectrum. At the same time, ongoing professional development is encouraged, including attainment of AICP and/or CEcD certification.

COG staff carry robust workloads involved in managing projects, programs, working relationships and stakeholder groups. The Associate Planner plays an important role on the team in carrying forward the COG’s positive reputation for cost-efficient and high-quality service to our members and other stakeholders.