

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

POSITION: Associate Planner

EFFECTIVE: December 6, 2022

REPORTS TO: Planner

BUDGET TO: Multiple accounts

PAY RANGE: Starts in low/mid-\$40,000s DOE

CLASSIFICATION: Regular/full-time/salaried; standard one-year probation; position is annually renewed, subject to performance evaluation and available funding.

POSITION SUMMARY: The Associate Planner engages in a wide range of planning, project development, grantsmanship and technical assistance tasks and projects on behalf of funders, local governments and other partners and stakeholders in the region, whether independently, by assignment or as a member of teams.

QUALIFICATIONS:

1. **College education:** Bachelor's degree required, or actively pursuing such a degree, preferably including areas of study related to planning and community development. Equivalent knowledge, experience or expertise as applicable to this position may be substituted for academic credentials.
2. **Related experience:** At least two years of experience in professional and/or internship work related to community planning & development, public administration, grantsmanship, project management or related fields. Compatible academic coursework and technical skills may be substituted for past experience; multicultural experience will be positively considered; experience, knowledge and working relationships in the northwest New Mexico region will be given preference.
3. **Strong writing skills:** Ability to independently compose and self-edit correspondence, reports, summaries, and proposals; ability to develop appropriate written products based on general information, direction and intent; ability to represent workshop and meeting results in narrative, tabular and other report formats.
4. **Good analytical skills:** Ability to read, comprehend and evaluate a wide range of professional material; ability to research, interpret and report information across a range of topics and applications.
5. **Sense of organization:** Ability to organize various/numerous projects, schedules, activities, materials and information in an efficient and productive manner; good multi-tasking skills.
6. **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, graphical and statistical programs; strong working familiarity with Windows-based applications; web page development, social media, and GIS/mapping skills preferred.

PRINCIPAL RESPONSIBILITIES:

1. **Member & Regional Program Services:** As assigned, provides planning, project development and technical assistance services to COG member governments, as well as on grant-funded projects.
2. **Research:** Conducts research on a variety of topics as required by the organization's programs, projects and services; compiles, interprets and applies statistics; and prepares research reports.
3. **Document and Data management:** Participates and assists in managing the COG's website, social media, document databases (including file storage) and GIS and graphical media.

4. **Technical writing:** Prepares technical reports, grant proposals, graphical and mapping products and correspondence for internal and external use; uses standard and specialized software on the computer as primary tools of communication and documentation.
5. **Meeting facilitation:** Assists COG planning and executive staff in preparing for, facilitating and documenting a variety of meetings and workshops.
6. **Project management:** Provides technical and logistical support to specific projects or events as assigned; may take on primary responsibility in some assigned project areas.
7. **Inter-agency communications:** Assists with inter-agency communications and liaison tasks on behalf of COG planning and executive staff and in support of various client services, projects and events; prepares and assists in delivering written and verbal reports as needed and assigned to governmental and other groups.

GENERAL CONDITIONS, EXPECTATIONS AND REQUIREMENTS:

1. **Residency:** Must reside within commuting distance of Council of Governments headquarters in Gallup, New Mexico.
2. **Comportment:** Appropriate professional business attire is required; professionalism is expected in communications with fellow employees, governmental clients and associates, and the public.
3. **Strong interpersonal skills:** Good teamwork and cooperative skills are needed for success in this position, including a positive, flexible and constructive attitude, and a mature approach to conflict resolution.
4. **Mature self-direction:** Ability to respond effectively to specific and general direction, as well as to show initiative in solving problems and seeking answers from a variety of sources.
5. **High energy:** Ability to sustain high levels of performance, enthusiasm, flexibility and productivity, to handle productive stress, and to meet deadlines.
6. **Professional commitment:** Commitment to meet high professional standards, as well as demonstration of ongoing professional interest and learning in the work of regional and community development.
7. **Travel:** Frequent vehicular travel within the region and occasional travel outside the region by commercial carriers will be required; use of personal vehicle may sometimes be required.
8. **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.
9. **Limitations:** The employee is responsible for informing the employer of any physical, mental or other factors that may substantially affect or limit ability to meet the demands of the position.
10. **Driver's license:** Possession of or ability to obtain a valid New Mexico driver's license is required.