

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS

POSITION DESCRIPTION

<u>POSITION:</u>	Planning Assistant	<u>EFFECTIVE:</u>	December 6, 2022
<u>REPORTS TO:</u>	Planner	<u>BUDGET TO:</u>	Multiple accounts
<u>PAY RANGE:</u>	Range starts at \$35,000; salaried set by Executive Director DOE		
<u>CLASSIFICATION:</u>	Regular/full-time/hourly; standard one-year probation; annual renewal dependent on performance evaluation and available funding.		
<u>POSITION SUMMARY:</u>	The Planning Assistant provides a wide range of administrative and technical support work in service to and on behalf of executive and planning staff, while gaining knowledge, experience and skill in the planning field.		

QUALIFICATIONS:

1. **College education:** Bachelor's degree preferred, 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 one year 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.
3. **Strong interpersonal skills:** Good teamwork and cooperative skills; positive, flexible and constructive attitude; mature approach to conflict resolution.
4. **High energy:** Ability to sustain high levels of performance, enthusiasm, flexibility and productivity, to handle productive stress, and to meet deadlines.
5. **Professional commitment:** Commitment to meet high professional standards; ongoing professional interest in the work of regional and community development.
6. **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.
7. **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.
8. **Mature self-direction:** Ability to respond effectively to both specific and general direction and supervision; ability to show initiative in solving problems and seeking answers from a variety of sources.
9. **Sense of organization:** Ability to organize various/numerous projects, schedules, activities, materials and information in an efficient and productive manner; good multi-tasking skills.
10. **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 and statistical programs; strong working familiarity with Windows-based applications; web page development, social media, and GIS/mapping skills preferred.
11. **Driver's license:** Possession of or ability to obtain a valid New Mexico driver's license.

PRINCIPAL RESPONSIBILITIES:

1. **Administrative Support:** Assists planning and executive staff with calendaring, communications, document management and other office support functions.
2. **Technical Support:** Assists planning and executive staff with technical functions related to the planning and program work of the COG organization, including but not limited to:
 - **Research:** Conducting 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.
 - **Document and Data management:** Assisting in managing the COG's website, social media, document databases (including file storage) and GIS and graphical media.
 - **Technical writing:** Assisting executive and planning staff in the preparation of technical reports, grant proposals, graphics, mapping products and correspondence for internal and external use; uses standard and specialized software on the computer as primary tools of communication and documentation.
 - **Meeting facilitation:** Assisting COG planning and executive staff in preparing for, facilitating and documenting a variety of meetings and workshops.
 - **Project management:** Providing technical and logistical support to specific projects or events as assigned; may take on primary responsibility in some assigned project areas.
3. **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, with governmental clients and associates, and with the public.
3. **Initiative:** Initiative, flexibility and focused productivity are expected in the accomplishment of assignments under general and specific professional supervision.
4. **Travel:** Frequent vehicular travel within the region and occasional travel outside the region by commercial carriers will be required.
5. **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.
6. **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.