**JOB OPENING**

**Planner, Community and Economic Development Division**

The Planner, working under the general supervision of the division director, will assist member governments via ASCOG programs and services. This position may require some work in the evenings or on Fridays.

Duties and Responsibilities:

1. Assures accuracy and timely submission of required documents and reports to grantor agencies.

2. Assists local governments in their grant development efforts, including identification of funding sources, assistance in preparing application requirements for said funding sources, and tracking projects to completion.

3. Coordinates and obtains, as needed, professional and technical assistance for CED programs, from all applicable or appropriate sources.

4. Performs detailed research and analytical studies of key issues related to local projects funding needs and/or application preparation.

5. Plan and development of new programs and project initiatives, particularly those related to grant development, preparation and tracking district goals.

6. Work with the CED staff to determine the fees to be charged for division services not covered by membership dues.

7. Develops ways in which related programs can be integrated for efficiency, and innovative mechanisms can be developed for enhanced program, division and district effectiveness.

8. Represents CED division director and ASCOG at various local, regional and state meetings when needed.

9. Assists in retaining current and securing additional funding sources.

10. Performs other duties as assigned.

Acceptable Training and Experience:

1. Bachelor’s degree (or equivalent) required.

2. In lieu of a degree, extensive experience in local government or regional organization (such as ASCOG) with a job focus on program administration, problem solving or local economic or community development mandatory.

Submit resume to Executive Director, Perry Brinegar, at [brin\_admin@ascog.org](mailto:brin_admin@ascog.org).

In-House Posting until Thursday, June 20, 2024. Position opened until filled.