Association of Central Oklahoma Governments

JOB OPPORTUNITY

DESCRIPTION:
JOB TITLE: Community & Economic Development (CED) Planner II
DEPARTMENTS: Community & Economic Development (CED) Department
SUPERVISOR: CED Manager
DATE: JUNE 2023
FLSA STATUS: Non-exempt

EMPLOYER INFORMATION:
The Association of Central Oklahoma Governments (ACOG) is the regional planning agency and the designated metropolitan planning organization (MPO) serving the four-county Central Oklahoma region (Oklahoma, Cleveland, Canadian, and Logan Counties). ACOG, located in Oklahoma City, performs work related to enhanced 911 services, community & economic development (CED), water resources, air quality, transportation planning services, and other issues of regional significance. For more information about ACOG and the variety of services and programs provided, please access our website at www.acogok.org.

JOB SUMMARY:
The CED Planner II is a full-time position supervised by the CED Manager. This position will have multiple functions and tasks which can change depending on CED Department program initiatives. This role is designed to give direct assistance to the CED Manager. The CED Planner II will also be responsible for independent research on grant funding and strategic community and economic development planning projects.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT ESSENTIAL JOB FUNCTIONS:

- Assist in the implementation of the updated Community Economic Development Strategy (CEDS) to build resilient and sustainable communities throughout the Capital Area Economic Development District (CAPEDD) of Oklahoma (ACOG region)
- Aid in preparing Economic Development Administration (EDA), US Department of Agriculture (USDA), and Community Development Block Grant (CDBG), and other State and Federal grant applications for ACOG member governments
- Help identify economic development grant-eligible projects with state and federal resources for locally impacted communities to ensure these entities take full advantage of available funding opportunities
- Assist with compliance of EDA requirements pertaining to grant contract administration and reporting
- Facilitate the coordination of quarterly CEDS Advisory Committee meetings and agenda preparation
- Provide quantitative support and reporting for current and new CED Department initiatives
- Administer strategic planning assistance for short and long-term regional planning efforts
• Establish a professional working relationship with local communities to provide resources and regional expertise
• Participate and assist with other regional initiatives and programs that promote the ACOG mission and goals

ADDITIONAL RESPONSIBILITIES:
• Research and pursue new grant funding opportunities that will benefit the ACOG organization
• Some travel within the ACOG region will be required (mileage reimbursement)
• Perform other duties and projects as required by management

MINIMUM QUALIFICATIONS FOR CONSIDERATION:
• Bachelor’s degree in public administration, city & regional planning, business administration, economics or a related field
• Two (2) years of community and economic development-related experience, along with a minimum of one (1) year’s experience in grant writing and prospect research is required

KNOWLEDGE, SKILLS, AND ABILITIES:
• Competence in grant writing and administration is essential
• Experience with state and federal community and economic development programs is highly desirable
• CDBG certification with the State of Oklahoma is a plus
• Strong research and organizational skills with the ability to prepare and interpret quantitative data desirable
• Ability to work independently with limited supervision, establish priorities, handle multiple tasks, and meet deadlines required
• Written and verbal communications skills and the ability to work effectively with fellow staff and ACOG members required
• The ability to understand different perspectives, maintain collaborative relationships, and develop creative solutions
• Possess a team player mentality and willingness to follow and adhere to organization’s policies and procedures
• Proficient in Microsoft Office Suite
• Effective presentation skills for small and large groups
• Must have a valid OK or other state driver’s license

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This work is sedentary and requires the following physical activities.
• Sitting for long periods; occasional bending, squatting, kneeling, stooping; good finger dexterity and feeling; frequent repetitive motions; talking, hearing, and visual acuity
• Occasionally lift to 40 pounds
• Specific vision abilities include close, color, peripheral, and the ability to adjust focus

WORKING CONDITIONS:
• Normal office environment with flexible hours

COMPENSATION:
The annual salary for this full-time position will be $50,500-56,500. ACOG offers a competitive benefits package that includes paid vacation and sick leave, health, dental, vision, life insurance, and retirement; health reimbursement arrangement, flexible spending account for medical and child/dependent care expenses; and flexible work schedules. ACOG region travel will be reimbursed.

HOW TO APPLY:

2. Deliver the completed application package (cover letter, completed application form and resume) to:

   Christopher Bluth, CED Manager
   Association of Central Oklahoma Governments
   4205 N. Lincoln Blvd.
   Oklahoma City, OK 73105

   Or by email to Maria DeLoera, CED Administrative Assistant, mdeloera@acogok.org with the subject: CED Planner II

Incomplete application packages will not be considered. Position is open until filled; the initial review of applications begins June 30, 2023.

All employment offers will be within the stated hiring range.

ACOG reserves the right to hire at an appropriate level. ACOG is an Equal Opportunity Employer (EOE).