

## Association of Central Oklahoma Governments

# JOB OPPORTUNITY

### DESCRIPTION:

**JOB TITLE:** Community & Economic Development (CED) Planner II

**DEPARTMENT:** Community & Economic Development (CED) Department

**SUPERVISOR:** CED Manager

**DATE:** March 2025

**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, 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](http://www.acogok.org).

### JOB SUMMARY:

The CED Planner II is a full-time, in-office position supervised by the CED Manager. The CED Planner II will contribute to a wide range of strategic community and economic development planning projects within the Capital Area Economic Development District (CAPEDD) of Oklahoma, which is synonymous with the ACOG four-county region. They will also manage large federal and state grants utilizing digital Grants Management Systems (GMS). The CED Planner II will conduct independent research as required.

The ideal candidate will demonstrate tact, diplomacy, and confidence in interacting with elected officials, local government staff, stakeholders, and the public. Strong communication skills and the ability to navigate complex situations with professionalism are essential for success in this role.

### CED DEPARTMENT ESSENTIAL JOB FUNCTIONS

#### COMMUNITY & ECONOMIC DEVELOPMENT INITIATIVES

- Assist in preparing grant applications for Economic Development Administration (EDA), USDA, Community Development Block Grants (CDBGs), and other federal/state grant applications
- Support community and economic development program implementation, including the Community and Economic Resiliency Initiative (CERI)
- Provide technical assistance to member communities and stakeholders
- Build and maintain relationships with municipal staff, elected officials, and other partners

- Assist in the preparation and 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)
- Facilitate the coordination of CEDS Advisory Committee meetings and agenda preparation
- Assist in the marketing of My Government Online (MGO) Software to governmental entities on behalf of ACOG
- Assist in the preparation of the monthly Community & Economic Newsletter distributed to our member governments, economic development organizations, and regional partners

#### **GRANTS MANAGEMENT**

- Oversee all aspects of the \$2.7M Rural Economic Action Plan (REAP) grant program, including policy development, application, award, compliance, reporting, and closeout
- Manage other federal and/or state grants as required
- Develop and maintain robust organizational systems to track grant activities and documentation
- Monitor grant announcements, Requests for Proposals (RFPs), and Notices of Funding Opportunities (NOFOs) from federal agencies and other sources

#### **TECHNOLOGY & DATA MANAGEMENT**

- Manage the ACOG GMS (Grants Management System) to improve processes, analyze data, and generate reports and visualizations; utilize external GMS to submit required documentation

#### **POLICY DEVELOPMENT & BEST PRACTICES**

- Contribute to the development and refinement of policies, procedures, and best practices for the CED Department

#### **ADDITIONAL RESPONSIBILITIES:**

- Some travel and after-hour meetings 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 city & regional planning, public administration, business administration, economics, nonprofit administration or a related field
- Two (2) years of broad community and economic development-related experience with one (1) year of relevant grantmaking and grants management experience is required; two (2) or more years is highly preferred

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Experience with rural community and economic development is a plus
- Planning background and/or experience is highly desirable

- Experience with Foundant Grant Lifecycle Management (GLM) is highly desirable; experience with other GMS is beneficial
- Proficiency in Microsoft Office and other evolving technology is required
- Community Development Block Grant (CDBG) certification with the State of Oklahoma is a plus
- Experience in the public sector, academia, or philanthropy is highly relevant
- Exceptional attention to detail; able to work independently with limited supervision, establish priorities, handle multiple tasks and meet deadlines with a sense of urgency required
- Written and verbal communications skills and the ability to work effectively with fellow staff and ACOG members required
- Effective presentation skills for small and large groups required
- A willingness to follow and adhere to the organization's policies and procedures required
- 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 mainly 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 in-office environment with flexible hours; limited travel within the region

### **COMPENSATION:**

The annual salary for this full-time position will be **\$52,000-\$58,000**. 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.

## HOW TO APPLY:

1. Download the [ACOG employment application](#).
2. Deliver the completed application package (cover letter, completed application form and resume) in PDF format to:

Sharon Astrin, Community & Economic Development Manager  
Association of Central Oklahoma Governments  
4205 N. Lincoln Blvd.  
Oklahoma City, OK 73105

Or by email to Sharon Astrin, [sastrin@acogok.org](mailto:sastrin@acogok.org) with the subject: **CED Planner II**.

**Incomplete application packages will not be considered. The position is open until filled; the initial review of applications begins on March 25, 2025.**

**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).