

JOB ANNOUNCEMENT

Planner I – Energy & Environment

Triangle J Council of Governments, Durham, NC

Hiring range \$21/hour - \$23/hour, this is a part-time, temporary position scheduled for 6 months. The position will average no more than 20 hours/week and offers a flexible schedule.

Are you interested in regional sustainability, air quality and alternative energy use?

Triangle J Council of Governments (TJCOG) seeks a Planner I to assist with project that focus on commuter behavior, transportation, and air quality improvements.

Description of Work

The successful candidate will work with local and regional partners to promote strategies for reducing air pollution and petroleum use. The work will focus on helping to plan educational meetings and events, data collection and analysis for quarterly and annual reports, and development of educational materials. The Planner will serve as support for various TJCOG Planning Department programs, with an emphasis on the Triangle Transportation Demand Management Program and Triangle Clean Cities Coalition. Visit www.tjco.org/regional-planning, www.tjco.org/regplan/transdemand.shtml and www.trianglecleancities.org for more information.

The successful candidate must have a positive, customer-focused orientation, be able to deliver high-quality products in a timely manner, and be able to work in a team environment to support a wide range of projects, programs and partnerships.

Knowledge, Skills and Abilities

- Working knowledge of the principles and practices, laws, and regulations relating to the applicable planning and environmental fields.
- Working knowledge of Microsoft Office and Adobe Acrobat.
- Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.
- Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.
- Ability to communicate effectively in oral and written forms, to interpret planning, zoning, environmental and local ordinances to officials and the general public, and to make public presentations.
- Ability to establish and maintain effective working relationships with elected and appointed public officials, clients, coworkers, and the general public.
- The ideal candidate will have knowledge of alternative transportation fuels, fuel-saving technologies, transportation demand management, and sustainability strategies.

Training and Experience

A bachelor's degree in planning, environmental studies or related field is required with at least one year professional experience in a planning-related position. Extensive, responsible internship experience with a documented record of achievement may be considered in replacement of the one year of professional experience.

How to Apply

1. Download TJCOG employment application at: <http://www.tjco.org/employment-opportunities.aspx>
2. Send completed application package (cover letter, completed application and resume) to:
Employment – Planner I
Triangle J Council of Governments
4307 Emperor Blvd, Suite 110
Durham, NC 27703
or by email to employment@tjco.org with the subject Planner I.

Incomplete application packages will not be considered. This position is open until filled with initial review of applications beginning on November 20, 2017.

All employment offers will be within the stated hiring rage.

TJCOG is an Equal Opportunity Employer and designated Best Workplace for Commuters.