



## **RESOURCE DEVELOPMENT-PRINCIPAL PLANNER**

### **POSITION OVERVIEW**

The Resource Development-Principal Planner has a particular focus in helping to bring potential COMPASS projects and/or member agency projects to funding readiness, identifying likely funding sources for those projects, and preparing or assisting with grant applications to secure that funding.

The Resource Development-Principal Planner is a senior staff level position. The incumbent is responsible for managing a specific portion of the Unified Planning Work Program and reports to the Resource Development Team Lead. Assignments are performed with freedom to determine method of approach, presentation, and time allocation of tasks. Work results are presented as formal recommendations to Directors, technical committees, the COMPASS Board of Directors, and other officials.

### **EXAMPLES OF WORK**

- Conduct outreach with member agencies to inform them of assistance available from COMPASS, learn about their potential projects, and identify their funding needs.
- With consultant support, develop potential projects from member agencies into well-defined projects, with defined scopes, budgets, schedules, and outcomes.
- Manage consultant contracts, making sure that objectives, schedules, budgets, and reporting requirements are met.
- Solicit projects from member agencies for COMPASS grants to insure a robust pool of applicants.
- Assist member agencies with their applications for COMPASS grants.
- Manage grant awards from COMPASS to member agencies, making sure that objectives, schedules, budgets, and reporting requirements are met.
- Develop and maintain a portfolio of member agency projects in need of funding.
- Identify grant sources to match projects in the portfolio, as well as other member agency needs.
- Write and/or assist member agencies with writing grant applications.
- Administer grants awarded to COMPASS.
- Administer grants awarded to member agencies, as appropriate.
- Report on the status of projects to Directors, committees and Board.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Ability to define, design, implement, and evaluate a program.
- Ability to identify, prioritize, and schedule the necessary steps to complete a complex project within a program.
- Project management ability and experience are key components of success in this position.
- Ability to estimate the workdays necessary to complete various tasks and then plan and schedule projects accordingly; time management skills are essential.
- Ability to adhere strictly to internal and external deadlines.
- Ability to assess the feasibility of budgets for proposed projects.
- Ability to develop effective working relationships with staff, member agencies and the general

public.

- Exemplary and persuasive written communication skills, with meticulous attention to grammar and spelling.
- Ability to communicate complex data and conclusions verbally and in writing to the COMPASS Board, committees, and stakeholders in a clear and concise manner.
- A Bachelor's degree with specialization in project management, planning, engineering, or related fields, plus six years of experience, or a combination of experience and education sufficient to meet the requirements for this position.

*COMPASS reserves the right to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead COMPASS to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.*

### **PREFERRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Previous experience in a senior role.
- Previous experience working in government or non-profit organizations.

### **SPECIAL REQUIREMENTS**

- Must be able to successfully pass a background check process which includes reference and criminal history checks.
- Must be able to obtain a valid Idaho driver's license.

### **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally lifting/carrying up to 10 pounds.
- Occasionally pushing/pulling up to 10 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision.
- Requires hand/finger dexterity.
- Employees will sit, stand and walk.
- Work environment includes inside conditions.
- Employees may drive a vehicle as part of this position, in various weather and road conditions.
- Employees may work occasional evenings and/or weekends.

### **CLASSIFICATION**

This is a full time, exempt position.

### **SALARY RANGE**

\$64,500 to \$96,800, plus comprehensive benefits

Hiring range \$64,500 to \$68,500

Starting salary is dependent on skills, experience and education.

### **HOW TO APPLY**

Submit resume, cover letter and salary history/requirements electronically to Meg Larsen at [mlarsen@compassidaho.org](mailto:mlarsen@compassidaho.org).

The first review of applications will be October 28, 2020. The position is open until filled.

## **ABOUT COMPASS**

The Community Planning Association of Southwest Idaho (COMPASS) is an association of local governments working together to plan for the future of southwest Idaho. COMPASS is organized under a joint powers agreement which includes the ten counties of southwest Idaho, and authorizes COMPASS to conduct planning and coordination activities in areas such as air and water quality, economic development, emergency management, land use, mapping and geographic information systems, population and employment, public services, facilities and utilities, recreation, parks and open space, and transportation.

In addition, COMPASS has served as the metropolitan planning organization (MPO) for northern Ada County (Boise area) since 1977 and for Canyon County (Nampa area) since early 2003. Northern Ada County became a Transportation Management Area when the population exceeded 200,000 in the 2000 U.S. Census.

COMPASS' mission is to conduct regional planning, facilitate coordination and cooperation, serve as a source of information and expertise on issues affecting southwest Idaho, and assist member agencies in accessing funding to accomplish local and regional goals.

COMPASS is a voluntary, member based organization, comprised of 21 member agencies including the cities, counties, and highway districts in Ada and Canyon Counties and governed by a 38 member board made up of elected officials from member agencies. COMPASS has an annual budget of approximately \$3 million and receives its funding from membership dues, federal planning grants, federal Surface Transportation Program funds, Idaho Transportation Department funds, and miscellaneous fees for services.

COMPASS currently has a staff of 21 skilled professionals that continually seek new ways to provide valuable services to member agencies and the region. COMPASS offers competitive salaries and a generous benefit package to its employees. Additional information about COMPASS may be found on the website, [www.compassidaho.org](http://www.compassidaho.org).