

Wasatch Front Regional Council

Job Description and Announcement

Regional Economic Development Planner

The [Wasatch Front Regional Council \(WFRC\)](#) is the Metropolitan Planning Organization (MPO), Association of Governments (AOG), and Economic Development District (EDD) for the Davis, Morgan, Salt Lake, Tooele, Weber, and southern Box Elder Counties of northern Utah. WFRC builds consensus and enhances quality of life by developing and implementing visions and plans for a well-functioning multi-modal transportation system, livable communities, a strong economy, and a healthy environment. WFRC is seeking a full-time Regional Economic Development Planner.

The successful candidate will work in a highly collaborative environment to address the challenges and opportunities of being one of the fastest growing states in the country. You will create regional economic development plans and address interactions with land use and transportation to help shape the future livability and sustainability of the region.

Albeit recruiting this position while working remotely, our physical location is in downtown Salt Lake City. WFRC's office is in a walkable and bikeable area accessible by foot, bikeshare, scooter, bus, light rail, commuter rail, and car. Salt Lake City is famous for offering urban amenities in close proximity to world class outdoor activities. *Staff is currently working remotely due to COVID-19 for the time being, with a return to the office anticipated in 2021.*

Description

The Regional Economic Development Planner will be an integral part of WFRC's Community and Economic Development Group, with oversight by the Community and Economic Development Director. You will manage the [Wasatch Front Economic Development District \(WFEDD\)](#), a federally recognized Economic Development District (EDD) that supports economic development plans, promotes long-term economic competitiveness, and attracts federal monies in order to implement local plans for the Wasatch Front region. You will help shape policy in economic development and land use issues, especially as they interrelate with transportation. Utah is one of the fastest growing States in the U.S. and we need to be strategic in helping the region understand how transportation and land use directly impact economic development. We are working to create the conditions for long-term economic prosperity and quality of life, balanced with growth of population and jobs, in collaboration with our public and private sector members, partners, and stakeholders.

The successful candidate will lead the integration of economic development considerations in other components of WFRC's work, including integrating economic development with transportation planning and programming, forecasting and analytics, and technical assistance for local governments. As a member of the Community and Economic Development group you will work with the [Transportation and Land Use Connection \(TLC\) Program](#) as it provides local technical assistance in support of local integrated land use, transportation, and economic development planning, and the overall implementation of the [Wasatch Choice Regional Vision](#). The position will work with the team to support all aspects of the TLC program, including project selection, management, and planning work, for projects that are awarded annually and range from high level visions to detailed studies and zoning. You will also share data and analytics with economic development stakeholders to better integrate economic development, transportation, and land use that improve quality of life.

Functions and duties include, but are not limited to:

- Lead the integration of economic development at WFRC. This includes the work of the EDD and the integration of economic development in transportation and land use within the work of WFRC, both internally and with external parties.
- Develop, update, and promulgate a regional Comprehensive Economic Development Strategy (CEDS) that meets local, state, and federal guidelines.
- Serve as staff lead to the WFEDD committees and liaison to city, county, state, and federal organizations.
- Support and provide grant application assistance when applicants seek project funding from the U.S. Economic Development Administration on a project by project basis; and help cultivate potential projects.
- Manage federal contracts, to include planning, progress reporting, budgeting, outreach, training, and other necessary grant administration work.
- Work collaboratively with external stakeholders, including public and private sectors, business associations, economic development organizations, etc.
- Manage TLC Projects, assisting communities with scoping, procuring, and administering their planning efforts; ensure projects meet community and regional goals; perform outreach and communication efforts, including website updates, submission for awards, program or project talking points, and collaboration with members and staff; monitor and evaluate projects; and assist in ongoing program improvements.
- Work with WFRC team members to assist communities. Provide training, technical assistance, and support to local government members and partners of WFRC.
- Perform other duties as assigned.

Qualification requirements

1. Graduation from an accredited college or university with a Bachelor's Degree in public administration, planning, business administration, management, or related field.
2. Four or more years of responsible professional experience in economic development, community development, planning, project management, grants management, or other relevant experience.
3. An equivalent combination of education and work experience.

Desired skills, abilities, and knowledge

- Understanding of regional economic development.
- Communicate effectively in oral and written expression.
- Meet deadlines with narrow time constraints.
- Work independently and as part of a team.
- Willingness to accept and offer supervision and direction while exercising discretion in daily responsibilities.
- Ability to understand and explain administrative practices for effective and efficient operations.
- Knowledge of local government operations.
- Experience in project management, program development, provision of technical assistance, grant administration, and conflict resolution.
- Proficiency using Microsoft Word, Excel, and PowerPoint (or some equivalent).
- Travel is a requirement of this position. Some evening work may be necessary. Possession of a

valid driver's license is required.

- Maintain professionalism, integrity, and a public-service attitude.

Compensation and benefits

Competitive compensation, commensurate with experience and responsibility. Full benefits package including pension through Utah Retirement System; 401k / 457 with employer match up to 7.65%; medical, dental, vision, life insurance; vacation; sick leave; paid holidays, paid personal days; and education assistance program.

To apply

Applicants must submit a letter of interest outlining their experience and qualifications (one-two page) and a resume by email to Amber Gonzales, amber@wfrc.org by noon on December 7, 2020. For further information, contact Amber Gonzales at (801) 363-4250 x1122. For general information please visit our website at www.wfrc.org.

The Wasatch Front Regional Council is an equal opportunity employer.