



Planner II or III, Economic & Community Vitality

Starting Annual Salary: \$60,506 - \$83,423*

*Depending On Qualifications, with annual performance-based merit increase program

First Review of Applications: January 16, 2025 (open until filled)

Role and Responsibilities

SEMCOG is seeking an organized and experienced Planner II or III with a strong foundation of economic development and downtown revitalization to join the Economic and Community Vitality team. This position is ideal for a Planner who can coordinate the development of plans through research, data analysis, and policy development; contribute to the development and implementation of the region's economic development strategy; and provide technical assistance to member local governments. The major work priorities and focus areas of this position include, but are not limited to placemaking, brownfields, Main Street and downtown revitalization, business attraction, fostering entrepreneurship, rural economic development, connecting talent with jobs, and community economic resiliency. Attend virtual and in-person meetings with communities and partner organizations regarding economic and community development planning. Develop materials and present SEMCOG information to various stakeholder groups. Provide technical assistance to members in key economic issue areas. Employment offers of level II or III will be commensurate with applicant experience and qualifications. This position is part of a job series and offers employee development and promotional opportunities.

The ideal candidate will have an understanding of economic development planning and tools including brownfields and downtown revitalization; local government experience; GIS, good organization and time management skills; detailed, self-motivated, and capable of working on and completing multiple tasks; excellent interpersonal and communication skills to interact and work with a range of external stakeholders; and demonstrate a strong work ethic and comfort in working both independently and within teams. The above includes a focus on inclusivity to ensure meeting the vision, *All people in Southeast Michigan benefit from a connected, thriving region of small towns, dynamic urban centers, active waterfronts, diverse neighborhoods, premier educational institutions, and abundant agricultural, recreational and natural areas.*

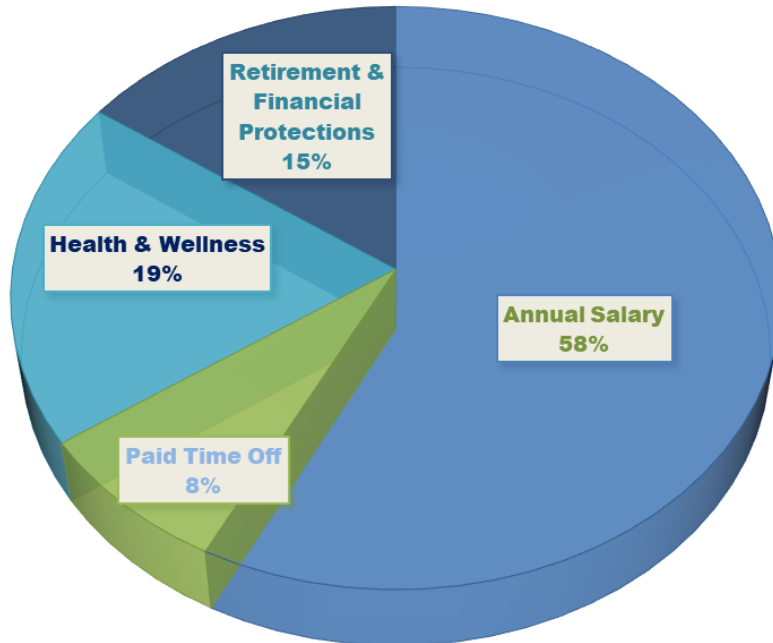
Experience and Qualifications

- Bachelor's degree from an accredited college or university in Economic Development, Community Development, Economics, Public Administration, Urban Studies, Planning, or a related field. Related professional certification desired (i.e., AICP, etc.).
- At least 3 to 7 years of experience of increasing responsibility
- Experience managing projects with multiple stakeholder groups, group facilitation, working on a multi-disciplinary team, and with technical writing/communication.
- Working knowledge with GIS and visual mapping tools; placemaking, the Main Street Approach, and current community and economic development legislative issues.
- Effective written, verbal, public speaking, and presentation skills including working knowledge of Microsoft Office suite (Word, Excel, PowerPoint, Teams, etc.).
- Support and promote a strong internal culture based on SEMCOG core values.

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

Total Compensation Estimate = \$129,516*

In addition to annual base salary, SEMCOG offers a valuable mix of health and fringe benefits! Here's an estimate of Total Compensation, including salary and benefits, for the Planner II/III position. On average, employee benefits account for 42% of Total Compensation.



Additional Benefits & Programs

- Flex Time (Core work hours: 9:30 am – 3:00 pm)
- Hybrid Work Environment (A blend of virtual and in-person work. Michigan residency required.)
- Employee Assistance Program
- Tuition Assistance
- Paid Jury Duty
- Transit/Parking Assistance

*Assumes midpoint of salary range and family enrollment in medical, dental, and vision insurances.

Paid Time Off Benefits 8%	Health & Wellness Benefits 19%	Retirement & Financial Protections 15%
❖ Combined Time Off Bank (Vacation, Personal, Sick) ▪ 192.40 Hrs / 25.5 Days Annually to Start (accrues bi-weekly) ❖ 10 Paid Holidays Per Calendar Year	❖ Medical Insurance, SEMCOG Pays 88 – 92% of premium ▪ Select from Two Plans (Blue Care Network HMO/HRA, or Blue Cross Blue Shield PPO/HSA) ❖ Dental (No Cost to You) ❖ Vision (No Cost to You) ❖ Flexible Spending Account/ Dependent Care (Pre-tax) ❖ Short- and Long-Term Disability, AD&D, Life Insurance (No Cost to You) ▪ Vol. Life buy-up available ❖ Telemedicine & Virtual Mental Health (No Cost to You)	❖ Defined Benefit Pension Retirement ▪ Guaranteed monthly pension benefit upon eligible retirement ❖ Defined Contribution Profit-Sharing (401a) 100% Employer-sponsored ❖ 457 Deferred Compensation Plan (Pre-tax) ❖ Social Security / Medicare ❖ Worker's Compensation ❖ Unemployment Compensation



Join us! How to Apply

Please email employment application, cover letter and résumé to Human Resources at Careers@semcog.org.





About SEMCOG

SEMCOG is a voluntary association of local governments fostering cooperative efforts in order to move the region forward. Since its inception in 1968, SEMCOG has acted as a regional planning partner with local governments in the seven-county Southeast Michigan region, which is made up of Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties. Membership is open to all counties, cities, villages, townships, intermediate school districts, and community colleges.

SEMCOG is committed to building a staff team that represents the rich diversity of the Southeast Michigan region. As a result, we place an emphasis on maintaining a strong internal culture. SEMCOG's core values below are the basis of our workplace culture and how we perform our work.

- Visionary – We work holistically, inspiring innovative regional and local solution.
- Collaborative and Inclusive – We are respectful, approachable, and embrace different perspectives to meet the diverse needs of our region.
- Strategic – We are intentional, yet flexible in order to leverage opportunities
- Integrity – We are committed to the ethical and honest stewardship of our fiscal, natural, and built resources.
- Knowledgeable – We strive for excellence through sound data and research and continuous learning, ensuring we are a credible and influential voice for Southeast Michigan

SEMCOG promotes a positive, fun, flexible, and welcoming workplace that encourages staff to celebrate what makes them unique while learning about the things that they share. We accomplish by asking questions engaging in areas of work that are aligned with our interests. SEMCOG understands the importance of work/life balance, offering the flexibility our staff needs to accommodate their personal needs. SEMCOG values the importance of continuing education and encourages staff to seek opportunities for personal and professional growth.



We are better together

At SEMCOG, we embrace and celebrate the collective sum of our unique experiences, knowledge and talents, innovation, and self-expression, which strengthens our organization. We all have a role to play in cultivating and preserving a place of belonging. We at SEMCOG define diversity as the presence of differences across a wide range of backgrounds, identities, experiences, and viewpoints. To us, equity means fair, just and impartial treatment, opportunity, access, and engagement for all. We see inclusion as an environment that values, respects, and welcomes all perspectives, especially ensuring underrepresented groups are included. Together, it is our goal to promote a culture of diversity, equity, and inclusion to fulfill our mission and achieve our vision for a connected, thriving Southeast Michigan.

Acquiring Talent

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.





EMPLOYMENT APPLICATION

POSITION APPLYING FOR: _____

APPLICATION DATE: _____

MINIMUM SALARY ACCEPTABLE: _____ DATE AVAILABLE FOR WORK: _____

INSTRUCTIONS: Complete all necessary information. Please print or type. This application will be kept on file for a period of three (3) months. Be sure to sign and date this application.

NAME (Last, First, Middle Initial) _____ LAST 4-DIGITS OF SS# _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

E-MAIL ADDRESS: _____

HOME NUMBER: _____ MOBILE NUMBER: _____

PRIOR ADDRESSES (Last 5 Years): _____

ARE YOU AUTHORIZED TO WORK IN THE
UNITED STATES? Yes No

DO YOU NOW, OR WILL YOU IN THE FUTURE,
REQUIRE WORK SPONSORSHIP? Yes No

ARE YOU 18 YEARS OF AGE OR OLDER? Yes No

ARE YOU INTERESTED IN FULL TIME WORK? Yes No

ARE YOU INTERESTED IN PART TIME WORK? Yes No

DO YOU HAVE ANY RELATIVES
CURRENTLY EMPLOYED BY SEMCOG? Yes No
Relative Name: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

ARE THERE ANY FELONY CHARGES PENDING AGAINST YOU? Yes No
IF YES, WHEN, WHERE, AND NATURE OF OFFENSE: _____

CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH
YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION? Yes No

Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying SEMCOG in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's rights under the Americans with Disabilities Act. Failure to notify SEMCOG will preclude any claim that the employer failed to accommodate the disabled individual.

EDUCATIONAL BACKGROUND

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DID YOU GRADUATE?		HIGHEST GRADE, DEGREE OR DIPLOMA
HIGH SCHOOL	_____	_____	Yes	No	_____
G.E.D.	_____	_____	Yes	No	_____
VOCATIONAL	_____	_____	Yes	No	_____
COLLEGE/UNIV.	_____	_____	Yes	No	_____
POST-GRAD	_____	_____	Yes	No	_____
OTHER	_____	_____	Yes	No	_____

PROFESSIONAL LICENSES/CERTIFICATIONS/CREDENTIALS:

TYPE: _____	NUMBER: _____
TYPE: _____	NUMBER: _____
TYPE: _____	NUMBER: _____

DRIVER LICENSE NUMBER: _____ EXP. DATE _____ STATE ISSUED: _____

COMPUTER & SYSTEMS PROFICIENCY:

Please list any applicable computer skills:

Typing Speed: _____ WPM

MILITARY SERVICE

BRANCH: _____	DATES: _____
FINAL RANK: _____	TYPE OF DISCHARGE: _____

EMERGENCY CONTACT

PRIMARY CONTACT: _____	NUMBER: _____
SECONDARY CONTACT: _____	NUMBER: _____

EMPLOYMENT EXPERIENCE

List any jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Attach extra pages if necessary. Briefly summarize your job duties to give the reviewer a general idea of your tasks and responsibilities. *Please include all requested information, even if a résumé is attached.*

May we contact your current employer?

Yes

No

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

EMPLOYER: _____ JOB TITLE: _____

SUPERVISOR NAME: _____ SUPERVISOR TITLE: _____

DATES EMPLOYED: FROM _____ TO _____
(MONTH & YEAR)

SALARY RECEIVED: START _____ FINAL _____ FULL OR PART TIME: _____

REASON FOR LEAVING, OR CONSIDERING OTHER EMPLOYMENT:

WORK PERFORMED:

Have you ever worked for a company under a different name? Yes No

If Yes, what was the name? _____

Have you ever been discharged from any employment? Yes No
(A positive response to this question does not automatically disqualify you from consideration)

If Yes, please explain: _____

HOW DID YOU LEARN OF THIS POSITION?

SEMCOG Careers Page

SEMCOG Social Media Page _____

Job Posting Board _____

School (Name) _____

Referral (Name) _____

Other (Please specify) _____

If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons hired by the Southeast Michigan Council of Governments (herein after "SEMCOG") must undergo a background screen. Prior to the date of hire, candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other information will be conducted. Acceptance of an offer of employment does not create a contractual obligation upon SEMCOG to continue employment in the future.

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon SEMCOG. I also understand that nothing in this employment application, in SEMCOG's statements, policies, or Employee Handbook, or in my communications with any official or representative is intended to create an employment contract between SEMCOG and me. I also understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that SEMCOG retains the right to terminate my employment at any time, as applicable under law. Further, I understand that SEMCOG has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize SEMCOG to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for SEMCOG to obtain access to and copies of records pertaining to this information. I expressly authorize SEMCOG to contact any of my current or prior employers, educational institutions, and other references I have provided, and release all of those employers, educational institutions, references and SEMCOG from any and all liability arising from their giving information about my employment, academic, and/or military experience. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from SEMCOG or any former or current employer, that a disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or has been disclosed to a third person or entity.

I agree not to commence any action or suit relating to my employment with SEMCOG more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the Southeast Michigan Council of Governments.

SEMCOG is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices and laws. SEMCOG prohibits discrimination and harassment of any type and affords equal employment opportunities to employees, applicants, or any other covered persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, height, weight, marital status, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. This statement applies to all terms and condition of employment, including but not limited to, recruiting, hiring, placement promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from eligibility or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

APPLICANT PRINTED NAME: _____

Applicant's Signature _____ **Date** _____
(Your legal signature; do not print)

FORWARD COMPLETED AND SIGNED APPLICATION TO:

Southeast Michigan Council of Governments • Human Resources Department
Email: Careers@semcog.org