



Western Piedmont  
Council of Governments

# JOIN OUR TEAM

NOW HIRING

COMMUNITY & ECONOMIC DEVELOPMENT ADMINISTRATOR

The Western Piedmont Council of Governments (WPCOG) is currently seeking energetic, self-motivated, and detail-oriented candidates for the position of **Community and Economic Development Administrator**. The WPCOG is an innovative and forward-thinking organization dedicated to addressing planning issues for the region. Situated in the beautiful rolling hills and mountains of western North Carolina, with ample opportunities for recreation, shopping, and dining abounding in the region, makes the area an ideal place to call home. The region contains great natural resources from the slopes of Grandfather Mountain to five major lakes along the Catawba River. The region contains a population of about 365,000 in Alexander, Burke, Caldwell, and Catawba counties.

## THE ORGANIZATION

WPCOG is a regional governmental agency owned by the 28 local governments in the region and organized in 1968 to provide long-range planning, technical assistance, and regional delivery of services. Our organization is one of 16 regional councils in North Carolina formed under NC General Statutes 160A 470-478. Local governments eligible for WPCOG membership include Alexander, Burke, Caldwell, and Catawba Counties located in Western NC and the 24 cities and towns within those counties.

WPCOG is organized into seven departments including: Administration; Area Agency on Aging; Community and Economic Development; Community and Regional Planning; Finance; Regional Housing Authority; and Workforce Development.

## COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

The Community and Economic Development Department assists local governments in providing affordable, decent, and safe housing, and infrastructure improvements for residents of the Western Piedmont through application preparation and administration of local and State grants and serves as a catalyst for job creation by assisting local industries through building reuse grants.

## POSITION DESCRIPTION

The **Community and Economic Development Administrator** manages and administers a variety of direct and indirect grant management assistance primarily in Community Development Block Grant (CDBG) funding but also in other available state and federal grant assistance relating directly or indirectly to community development, economic improvement, housing, and the environment. The Community and Economic Development Administrator work includes a significant amount of effort in direct assistance to local government members and others with direct grant management of awarded federal and state grants, which may include grant writing and development of project direction.

## QUALIFICATIONS

- Graduation from an accredited four-year college or university with a degree in public, business administration or related field
- Some professional public sector experience, preferably in community and economic development including public sector grant writing and administration; or an equivalent combination of education and experience.





## SALARY & BENEFITS

The starting salary for this position is **\$55,400**. New hires are eligible for up to a 5% increase with the successful completion of probationary period.

- We offer **13 hours of remote work per week** (after probationary period has ended).
- WPCOG is a member of the North Carolina Local Governmental Employees' Retirement System. This entitles vested employees with at least five years of employment to a defined benefit at the time of retirement. Members contribute 6% of gross compensation each month. This is a before-tax deduction. Western Piedmont Council of Governments contributes an actuarially determined percentage of the gross payroll of members each month.
- The Western Piedmont Council of Governments will contribute 5.2% of each employee's salary and match 4%, for a possible total of 9.2%, to either the NC 401k or the NC 457.
- WPCOG pays 100% of an employee's health and vision coverage. The current plan is a high deductible health plan with a Health Savings Account (HSA). Contributions to the HSA are made pre-tax through payroll deduction.
- WPCOG pays 100% of the following premiums:
  - » Life Insurance - \$100,000
  - » Accidental Death & Dismemberment
  - » Dental Insurance - Employee and Family
  - » Short-Term and Long-Term Disability
- WPCOG provides for the following payroll deduction and retirement options:
  - » NC 457 Plan
  - » NC 401(k) Plan
  - » Voluntary additional life insurance
- WPCOG provides for the following paid leave options:
  - » 12 Paid Holidays Per Year
  - » Annual Leave earned on a sliding scale based on years of service (credit for previous government service upon approval)
  - » 12 Sick Leave Days Per Year
  - » Longevity Pay

## APPLICATION PROCESS

This position is open until filled. Please submit a cover letter, resume, references, and WPCOG application to HR Specialist, Tasmin Mack, at WPCOG, P.O. Box 9026, Hickory, NC 28603. Emailing application materials is acceptable, [tasmin.mack@wpcog.org](mailto:tasmin.mack@wpcog.org). Questions should be directed to Tasmin at (828) 485-4275. Final candidates will be subject to an interview process. The WPCOG is an Equal Opportunity Employer.



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*Creative Regional Solutions Since 1968*

P.O. Box 9026 | Hickory, NC 28603  
1880 2nd Avenue NW | Hickory, NC 28601  
Ph: 828.322.9191 | Fx: 828.322.5991  
[www.wpcog.org](http://www.wpcog.org)