

Central Virginia Planning District Commission

Classification Description

Classification Title: Planner I

Department: CVPDC

Supervisor: Planning and Development Director

Pay Grade: 109

FLSA Status: Exempt

General Job Statement

Under the direct supervision of the Planning and Development Director, the Planner I will be assigned to work in a combination of projects in the following areas: travel demand management (TDM) and other commuter/multimodal service programs, bike and pedestrian planning, and environmental planning.

CVPDC planners perform professional work in areas of transportation, community development, economic, land use and environmental planning. The CVPDC offers an ideal environment for a motivated and creative individual the ability to develop and expand their professional skills. Flexibility in work program and projects provide an opportunity for our planners to work in various areas of CVPDC program services which include rural development, physical planning and project management, economic development, comprehensive planning, and grant administration.

Specific Duties and Responsibilities

Essential Functions:

Develop transportation demand management (TDM), commuter/multimodal service programs, and assist with other alternative transportation (bike, ped) planning project and studies. Includes coordination with VDOT, DRPT, and the CVPDC Transportation Planning Division. Activities include marketing RIDE Solutions alternative program to commuter and businesses and increasing multimodal participation and outreach.

Assist in formulating the CVPDC Chesapeake Bay Watershed Implementation Plan (WIP) 2019-2020 Scope of Work working with area environmental planners. Includes management of ad hoc committee, preparing agendas, meeting, coordinating meeting topics, and formation of implementation strategy. Assist with the development of future Scopes of Work and project activities.

Assist localities with the development of comprehensive plans, specialized community development or land use projects, and the development and management of grants and projects that strengthen the local and regional quality of life.

Primary Program Responsibilities:

Collects and analyzes a variety of statistical data, providing information in the appropriate format, either report, verbal, or graphic, to local, state, or federal program stakeholders.

Provides information and technical assistance to other agencies involved with regional development activities.

Conducts studies, researches special related planning areas of complex regional development problems and, as required, prepares reports.

Assists localities and development agencies in determining and activating projects and programs, securing funding and continuing operation and monitoring of programs.

Prepares detailed technical reports and memoranda and assists other staff members in the preparation of a variety of plans in the specific planning area assigned.

Coordinates project public participation and outreach according to local, regional, and state agency program policies. Activities include coordination with media, social media, community meetings and response to stakeholder input.

Attends meetings, workshops, and other necessary work activities, including evenings and occasional weekends, to execute program projects.

Maintain and expand knowledge of best practices in planning and integrate concepts into projects and communications with local stakeholders and CVPDC colleagues.

Prepares program proposals, grant applications, and maintains project contractual reports;

Initiate, organize, and execute elements of the Commission's annual work program. Prepares annual reports to the Virginia Department of Housing and Community Development.

Knowledge, Skills, and Abilities:

Knowledge of the theories, principals, practices and techniques related to the areas assigned.

Ability to research, analyze, prepare and present, in written, verbal, and graphic format, well organized technical documents and reports.

Ability to establish and maintain effective working relationships with professional colleagues, appointed and elected officials, community groups, representatives of state, federal and other agencies and the general public.

Ability to interpret, analyze technical information and effectively communicate information, orally, in writing, and graphically, to the general public, regional stakeholders, and local, state, federal government partners.

Ability to plan, schedule, and organize work with minimal supervision and execute multiple tasks simultaneously.

Ability to work under pressure, within time restraints, using judgment, discretion and initiative.

Proficient in Excel, Microsoft Office software. Knowledge of ArcGIS and graphic production software (e.g. Adobe Creative Suite or similar) preferred.

Education and Experience

Bachelor's Degree or higher from an accredited four-year college or university with major work in urban planning, environmental planning, engineering, geography, transportation planning, or related field.

One (1) year related full time experience or Master's Degree with less than one (1) year related experience. Equivalent combination of education and experience may be considered.

American Institute of Certified Planner (AICP) membership preferred.

Valid Driver's license and acceptable driving record.

Physical Conditions and Work Environment

Work is normally performed in office environment in a seated position; work occasionally is outside at project site. Job requires frequent use of hands and fingers to operate a computer and other equipment, and to reach with hands and arms. Occasionally required to stand, walk, bend, stoop, kneel, crouch or crawl, and occasional lifting or moving objects of up to 30 pounds. Requires close vision and ability to adjust focus.

Date Drafted: May 2019

Date Approved: May 2019

Date Amended: