

The Regional Planner is responsible for executing professional planning duties, managing a variety of projects and assignments that will benefit the Central Virginia Planning District Commission, its ten member localities, and agency partner agencies. The Regional Planner will be responsible for project execution in a range of planning disciplines including transportation planning, active transportation planning, environmental planning, emergency planning, community development, housing studies and economic development. Activities may include grant writing, grant management, program development, committee management and other duties as assigned. The Regional Planner supports projects under the direction of the Deputy Director of Planning and the Executive Director.

The CVPDC provides an ideal environment for a motivated and creative individual 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 Watershed Implementation Plan (WIP) activities 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:**

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

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

Conduct studies related to planning areas of identified regional significance; as need prepare reports, presentations, and grant applications to advance program initiatives.

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

Prepare detailed technical reports and memoranda and assist staff in the preparation of plans in a variety of planning areas.

Coordinate 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.

Attend meetings, workshops, and other necessary events, including evenings and occasional weekends, to execute program projects.

Maintain and expand planning best practices knowledge and integrate concepts into projects and CVPDC programs.

Prepare program proposals, grant applications, and manages any project agency contractual requirements, including reports, state and federal document requirements, and financial oversight.

### **Knowledge, Skills, and Abilities:**

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

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. GIS skills, and graphic production software (e.g. Adobe Creative Suite or similar), and website upkeep knowledge is preferred.

## **Education and Experience**

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

Two (2) years full time experience or Master's Degree with one (1) year related experience. Equivalent combination of education and experience will 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.