

TRANSPORTATION PLANNING DIRECTOR

Recruitment Profile

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POSITION: Transportation Planning Director

The Central Virginia Planning District Commission (CVPDC) seeks a highly qualified transportation professional with a breadth of relevant experience and a track record of success for the position of Transportation Planning Director. Under the direction of the executive director, the Transportation Planning Director provides leadership and oversight of transportation planning activities and implementation throughout urban and rural areas of the Central Virginia Planning District. The Transportation Planning Director ensures that the mission, vision, and goals of the Central Virginia Transportation Planning Organization are carried out.

CVPDC: Overview

CVPDC's Commission consists of one elected official from each of the ten jurisdictions and the chief appointed official (City/Town Manager or County Administrator) as well as a representative from the Virginia Senate, Virginia House of Delegates and the Lynchburg Regional Business Alliance and meet seven times a year.

The Commission has an Executive Committee consisting of the Commission Chair and all of the Managers/Administrators Commission members and meet as needed.

The CVPDC provides staffing, financial management and HR support to several organizations including:

- ▶ *Central Virginia Planning District Commission and Central Virginia Transportation Planning Organization - \$900,000 budget*
- ▶ *Central Virginia Radio Communications Board - \$1.25 MM annual budget*
- ▶ *Central Virginia Workforce Board - \$1.35 MM annual budget*
- ▶ *Region 2000 Services Authority - \$7 MM annual budget*

CVPDC: Mission

- ▶ *Be a dynamic public forum for matters of regional significance.*
- ▶ *Create solutions by coordinating plans and building coalitions.*
- ▶ *Provide service excellence to our localities and to the Commonwealth.*

The CVPDC serves to focus attention, collaboration and resources on critical issues affecting our collective future. It is a place where localities meet, communicate and identify initiatives to improve the quality of life and lower public services costs.

The CVPC serves as a clearinghouse for multi-jurisdictional programs providing oversight, consistency and input from local government officials.

CVPDC: Member Jurisdictions

- ▶ *Amherst County and Town*
- ▶ *Appomattox County and Town*
- ▶ *Bedford County and Town*
- ▶ *Campbell County and Altavista and Brookneal Towns*
- ▶ *City of Lynchburg*



POSITION: Roles & Responsibilities

The Transportation Planning Director is responsible for all aspects of transportation planning for the urbanized and rural areas of the Central Virginia Planning District. Using both the vision of the region's needs and the programs and projects at hand, the Transportation Planning Director will compile the Unified Planning Work Program and maintain the Metropolitan Transportation Improvements Program. The Transportation Planning Director is responsible for relations and communications with members of the CVTPO, the Transportation Technical Committee, representatives of state transportation departments, local and regional transit operators, and private-sector parties with a stake in safe, efficient transportation for the region.

Qualifications

- ▶ *Master's degree preferred (or equivalent professional experience) in urban & regional planning, public administration, or field related to the role.*
- ▶ *Five or more years of progressively responsible related experience.*
- ▶ *Three years of experience supporting a metropolitan planning organization.*
- ▶ *Demonstrated knowledge of state and federal procedures for transportation planning and improvements programming.*
- ▶ *Demonstrated knowledge of principles of complete streets and a track record of implementation.*
- ▶ *Demonstrated knowledge and implementation of Title VI requirements.*
- ▶ *Conversant in land-use planning principles that support safe, efficient transportation.*
- ▶ *Basic proficiency in GIS mapping.*
- ▶ *Strong written and verbal communication skills.*



Primary Roles

- ▶ *Facilitate CVTPO Policy and Technical Committee meetings. Prepare agenda packets and carry out recommendations and directives.*
- ▶ *Generate momentum and build consensus among board members and stakeholders for safe, efficient transportation for all users.*
- ▶ *Lead transportation planning and support project development in the planning district inside and outside its urbanized area.*
- ▶ *Maintain federal MPO certification in coordination with state and federal transportation department designees.*
- ▶ *Maintain and update required program documentation including but not limited to the LRTP, MTIP, UPWP, multi-modal plan, safety plan, and Title VI plan.*
- ▶ *Maintain professional certifications necessary to fulfill prescribed duties including role of Title VI Coordinator.*
- ▶ *Manage consultants' preparation of plans and deliverables that advance CVTPO's work and ensure high standards and timely accomplishment.*
- ▶ *Contribute to strategic regional planning conversations, programs, and communications with the team at CVPDC.*
- ▶ *Develop thoughtful, strategic, actionable plans and work programs that achieve results for Central Virginians.*



CVPDC REGIONAL DESCRIPTION

The Central Virginia Planning District Commission, nestled in the foothills of Virginia's Blue Ridge Mountains, is home to more than 261,000 people spread across the four counties of Amherst, Appomattox, Bedford, and Campbell and Lynchburg City. Located centrally to major highways and interstates, major markets such as Atlanta, Philadelphia, and New York are all within a day's drive while Raleigh, Baltimore, Charlotte and Washington, DC are all within a 4 hour drive of the region. Though easily accessible to each of these metro markets, downtown Lynchburg is fast becoming a thriving urban core while also maintaining its historic architecture and character.

A reflection of its rich natural environment, historical significance and diverse demographics, the region offers a wide range of metropolitan, suburban, and rural activities for both recreation and culture. The region provides ease of access to exploring the Blue Ridge Mountains, hiking the Appalachian Trail, visiting vineyards and destinations of historic significance, enjoying floating and fishing along the James River, delighting in rich art and cultural activities, and discovering numerous national and state parks and museums.

The region boasts an average cost of living that is 13.4% lower than the national average and the unemployment rate in the region is consistently less than the national average. The region's largest employers are in the higher education and healthcare sectors, but the region is also home to U.S government suppliers and energy companies as well as national retailers and manufactures.

The region is also home to two major hospitals and a state-of-the-art regional cancer center and is situated between two renowned research hospitals at the University of Virginia and Duke University.

The region is home to several major colleges and universities, including Liberty University, University of Lynchburg, Randolph College and Sweet Briar College. With a robust offering of colleges and universities, regular listings as one of the top 10 most secure cities, and highly rated pre-schools, public and private k-12 education opportunities, including Schools for Innovation, STEM academies and a Governor's Schools for Science and Technology, the region continues to be a desired location to live and work.



COMPENSATION AND BENEFITS

The target starting salary range for this position is \$52,033 - \$72,717.

Attractive benefits include health, dental and vision insurance, participation in the Virginia Retirement System (VRS), 12 paid time off holidays, and upwards of 4 weeks of paid leave (vacation/sick) per year.

Additional information on benefits can be found at:

<https://www.cvpdc.org/employee-resources.html>

APPLICATION PROCESS

Please contact hr@cvpdc.org for a complete job description.

Please send a letter of interest with a resume to hr@cvpdc.org. Formal review will commence upon receipt.

CONTACT INFO

Questions may be directed to
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