



PROGRAM SUPPORT SPECIALIST

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| Location: | Chesapeake, VA – Hampton Roads (Southeastern Virginia) |
| Classification: | Full-time, 40 hours per week; FLSA Exempt status |
| Salary: | Starting salary \$50,000 annually; Full Benefits |
| Closing Date: | Open Until Filled |

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.* The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Program Support Specialist. The successful candidate will have experience in performing research, data analysis and developing tentative findings. Applicant must be able to analyze and interpret local, state and federal regulations and procedures; prepare correspondence, reports and minutes. The Program Support Specialist will assist with the programmatic and financial management of grants, projects and other initiatives and must have creative problem-solving skills to gather relevant information to solve less well-defined practical problems. Qualified applicants must be a U.S. citizen or permanent resident.

The Candidate

The ideal candidate will have:

- Excellent oral communication and interpersonal skills with strong ability to analyze, communicate and present technical information.
- Excellent written communication skills and experience proofing and editing policy newsletters, whitepapers and technical reports
- Demonstrated proficiency with Microsoft Office desktop applications and Adobe Acrobat. Must have advanced computer skills and be familiar with common office practices.
- Ability to create new databases, improve database functions and manage data updates.
- Ability to coordinate meeting logistics (scheduling, IT Support, event registration, etc.) and provide meeting minutes and summaries as needed.
- Ability to read and interpret documents; analyze and interpret financial data; analyze and interpret local, state and federal regulations and procedures.
- Excellent interpersonal skills and the ability to work with all levels of internal management and staff. Must be able to establish and maintain effective working relationships with professional colleagues and representatives from other agencies and the public.
- Ability to apply logic and reasoning to understand, analyze and evaluate complex situations and identify and offer solutions as necessary.

Education & Experience

- Bachelor's degree with a minimum of two years professional experience.
- Master's degree may be substituted for one year of professional experience.

Physical Requirements & Numerical Aptitude

- Work is performed primarily in a standard office environment and is typically sedentary requiring the exertion of up to 10 pounds of force, and a negligible amount of force frequently to move objects.
- Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.
- Requires the ability to utilize complex mathematical formulas and budgeting practices.



To Apply

To be considered, applicants must submit a letter of interest and resume to Kelli Arledge, Human Resources Administrator, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Human Resources Administrator
HRPDC
723 Woodlake Drive
Chesapeake, VA 23320

About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. The Mariner's Museum in Newport News is one of the most famous and complete maritime museums in the world. Also located in Newport News is the Virginia War Museum, featuring the largest collection of war relics and historical records in the United States. Nauticus, the National Maritime Center, is located on the downtown Norfolk waterfront and is home to the Battleship Wisconsin. Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis. Washington, D.C. is 200 miles to the north, and Richmond, the state capital, is located 100 miles to the west.

Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities