



# COMMUNITY & PUBLIC INVOLVEMENT PLANNER

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**Location:** Chesapeake, VA – Hampton Roads (Southeastern Virginia)  
**Classification:** Full-time, 40 hours per week; FLSA Non-exempt status  
**Salary:** \$55,000 - \$65,000 DOE/DOQ; Full Benefits  
**Closing:** Open until filled; résumés reviewed on an ongoing basis; first review begins March 30, 2018

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## 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 environmental education and outreach program. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO).

## About the HRTPO

Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas with a population of 200,000 or greater are known as Transportation Management Areas (TMA). The Hampton Roads Transportation Planning Organization (HRTPO) serves as the Metropolitan Planning Organization (MPO) for the Hampton Roads region of Virginia and serves over 1.7 million people. The HRTPO is responsible for transportation planning and programming in the Hampton Roads region and serves as a resource of technical expertise to its member local governments. The HRTPO is an equal opportunity employer. For more information on the HRTPO, visit [www.hrtpo.org](http://www.hrtpo.org).

*For more information on the HRPDC and HRTPO, visit [www.hrpdcva.gov](http://www.hrpdcva.gov) and [www.hrtpo.org](http://www.hrtpo.org).*

## The Position

The HRPDC/HRTPO seeks a candidate for the position of Community & Public Involvement Planner. The Community & Public Involvement Planner will assist in the implementation of public outreach activities to engage the general public and key business stakeholders to enhance and improve the work of the HRPDC and HRTPO. Primary responsibilities include assisting in the implementation of public involvement strategies and activities included in the [agency's Public Participation Plan](#) and the [Title VI and LEP Plan](#). The successful candidate will assist in the facilitation of community engagement activities for the HRPDC and the HRTPO, including efforts to gain feedback from and engage traditionally underrepresented populations, implementation of specific outreach processes tailored to maximize the involvement of unique Hampton Roads populations, and provide staff support to the [HRTPO Community Transportation Advisory Committee](#). Requires attendance at evening and weekend public meetings within the Hampton Roads region. Regular attendance is an essential requirement of this position.

## The Candidate

The ideal candidate will have:

- Knowledge of the theories, principles, and techniques of public involvement
- Demonstrated experience in Title VI, Environmental Justice, Limited English Proficiency and Public Outreach
- The ability to interpret and clearly communicate technical analyses via written reports and presentations; excellent writing skills
- Highly developed verbal, listening, communication and interpersonal skills with ability to think critically
- Demonstrated knowledge of and experience in ESRI ARC/GIS
- The ability to work well with stakeholders, planning professionals and agency staff to develop positive, successful working relationships
- The ability to work effectively as part of a team and thrive in a fast-paced environment
- The ability to follow a supervisor's instructions and work both independently and collaboratively on multiple projects
- The ability to appropriately manage time to meet deadlines; strong attention to detail, follow-through and organization.
- Knowledge of electronic communications capabilities and effective use of social media
- Experience in urban and transportation planning, civic engagement or communications with a public agency

## Education & Experience

- Bachelor's or Master's degree in a Planning or Communications discipline such as Sociology, Public Administration, Communications Studies, with a minimum of five (5) years of progressive experience in Public Outreach & Public Involvement.
- Extra consideration to candidates with demonstrated knowledge of ARC/GIS.
- Or, any combination of education and experience that would provide the applicant with the desired skills, knowledge & ability to perform the job.
- Qualified candidates must be authorized to work in the U.S. without employer sponsorship.

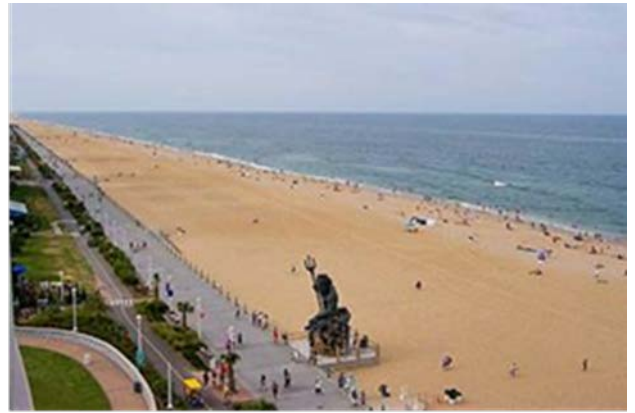
## To Apply

To be considered, submit a cover letter and resume to [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov),

757-523-4881 (fax) or mail to: Kelli E. Arledge  
Human Resources Administrator  
HRPDC/HRTPO  
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



## 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

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.

*The HRPDC/HRTPO is an Equal Opportunity Employer and does not discriminate on the basis of race, age, sex, religion, national origin, disability, color, genetic information, marital status, or sexual orientation.*

