

POSITION DESCRIPTION

WEST PIEDMONT PLANNING DISTRICT COMMISSION

“Associate Director/Senior Planner”

Background:

Located in Martinsville, Virginia, the West Piedmont Planning District Commission is a regional planning/development agency serving the counties of Henry, Franklin, Patrick, Pittsylvania; the cities of Danville and Martinsville; and the Town of Rocky Mount. The geographically large region encompassing 2,587 square miles is largely rural with urbanized population centers in the cities of Danville and Martinsville. The total population of the region is approximately 250,000.

Position Summary:

The position of Associate Director/Senior Planner is a full-time professional position with the West Piedmont Planning District Commission (WPPDC) working under the supervision of the Executive Director. The desired candidate will serve as a key member of the Commission’s senior management team along with the Executive Director and the Deputy Director. It is anticipated and it is essential the desired candidate possess leadership ability necessary to advance progressively on the WPPDC senior leadership team.

The Associate Director/Senior Planner will provide leadership and support in all of the Commission’s planning initiatives including, but not limited to, regional strategic planning, community/economic development, environmental planning, rural/urban transportation, hazard mitigation, local comprehensive plan development, land use planning and other technical assistance to the Commission’s local government members. The position will require the selected candidate to oversee and/or perform duties including grant writing, grant management, reporting and administration related to state and federal grants received by WPPDC. The position requires engagement in planning efforts and other activities with diverse stakeholder groups to promote regional cooperation and collaboration.

The above description is intended to provide a general overview of typical work to be performed by this position. It is not intended to be an exhaustive list of requirements, responsibilities or specific tasks; other duties for the position are to be expected and typically assigned dependent upon the periodic needs of the WPPDC.

Required Knowledge and Skills:

- Demonstrated experience and skill in the development of local and/or regional plans and related documents;
- Knowledge of state and federal transportation programs, planning processes and funding;

- Knowledge and experience working with state and federal grant writing, administration and reporting.
- Periodic overnight travel to meetings and conferences is required and the successful candidate must possess a valid driver's license with an excellent driving history.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in Planning, Urban Studies, Public Administration, or a related field. A master's degree and AICP certification are preferred but not required.
- Five years previous experience with progressive responsibility in a regional planning/development organization or similar governmental agency is desired.
- The desired candidate will have demonstrated leadership skills and a career ambition to expeditiously assume greater responsibility and advance on the WPPDC senior leadership team.
- It is essential a candidate have knowledge and experience in the administration of state and federal grant programs. Experience with grants provided by the Economic Development Administration (EDA), Appalachian Regional Commission (ARC), Virginia Department of Housing & Community Development (DHCD), Virginia Department of Transportation (VDOT) and the Virginia Department of Rail & Public Transportation (DRPT) is preferred.

Salary and Benefits:

Salary is dependent upon experience and qualifications. The WPPDC provides employee benefits including fully paid Anthem health insurance for the employee. Other benefits include annual leave, sick leave, paid holidays (state schedule), life/disability insurance and a 457K retirement plan.

Application:

A letter of application, resume, a minimum of three professional references and salary history may be submitted to David Hoback, Executive Director, West Piedmont Planning District Commission, P.O. Box 5268, Martinsville, VA 24115-5268; dhoback@wppdc.org The deadline for accepting application is May 1, 2020. The WPPDC is an equal opportunity employer and does not discriminate against any applicant based on protections afforded by Title VI and other federal/state employment law.