

## **EXECUTIVE DIRECTOR**

### **THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (VIRGINIA)**

The Thomas Jefferson Planning District Commission (TJPDC) seeks a dynamic individual to serve as Executive Director to lead the agency in effecting successful regional cooperation and policy development in areas that include, but are not limited to, affordable housing initiatives, transportation, environmental and community planning. The Executive Director leads implementation of the agency's mission to serve the TJPDC local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions. The TJPDC serves the member governments within the Planning District, which include, the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson. The TJPDC office is in downtown Charlottesville, located in central Virginia at the foothills of the Blue Ridge Mountains. Approximately 250,000 residents live in the region, which is filled with history, scenic beauty and urban and rural living. The TJPDC, which also houses the region's Metropolitan Planning Organization (MPO), coordinates a wide variety of short-range and long-range urban and rural transportation, planning and community development projects, as well as regional housing and transit partnerships.

Education and work experience equivalent to possession of a Master's Degree in Planning or Public Policy/Administration from an accredited college or university is required for this position. A minimum of three to five years of experience in a responsible staff position, public role or acting as a consultant in a comparably-sized and progressive regional planning district commission, local government or in a state or federal government agency also is required. Experience working with and understanding the processes of local, regional, state and federal planning and program requirements, and providing planning, coordination and implementation services is highly desirable. Success and experience in working with issues of housing, planning and development trends and methods, transportation planning and bringing together a wide variety of groups and constituencies to foster creative and practical solutions is a plus.

Experience with managing people and finances is essential. The ideal candidate should have a high capacity for successfully communicating with and managing staff; for ensuring positive professional development of staff; and for modeling such best practices. The ideal candidate should also be able to cultivate financial strength by identifying and leveraging funding opportunities, and implement solid business practices regarding financial management and agency budgeting.

The ideal candidate should possess significant experience and a demonstrated capacity in providing collaborative leadership among diverse local governments, which include urban/suburban/rural areas, and local/regional agencies, all of which are facing a variety of issues. In addition, the successful candidate should have a demonstrated capacity for excellent interpersonal communication, both internally with agency staff, and externally with peer institutions, partner agencies, member localities, agency clients and the public. This skill set should include the ability to effectively interpret and communicate complex issues to groups with varying interests, as well as effectively listen to public input and incorporate feedback in responsive and appropriate ways.

Salary range of \$99,000 - \$120,000, DOQ plus excellent benefits. To view the complete posting and apply online, visit our website at [www.tjpd.org/apply](http://www.tjpd.org/apply). Application deadline is July 30, 2021. Cover letter, resume with employment and salary history and work-related references, and completed job application are required for consideration. Applications may be submitted online or downloaded from [www.tjpd.org/apply](http://www.tjpd.org/apply) and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street Charlottesville, VA 22902, [info@tjpd.org](mailto:info@tjpd.org). No phone calls please. The TJPDC is an equal opportunity employer.