



## REGIONAL TRANSPORTATION PLANNER III - IV

### Job Summary/Scope:

The Thomas Jefferson Planning District Commission (TJPDC) seeks an experienced full-time regional transportation planner to join our innovative planning staff. The TJPDC is a regional planning agency that offers a broad range of services in the areas of economic development, land-use /planning, community development, environmental, transportation, and housing planning as well as legislative services. The TJPDC serves the member governments within the Planning District, to 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 currently houses the region's Metropolitan Planning Organization (MPO) and coordinates a wide variety of short-range and long-range urban and rural transportation, planning, and community development projects.

This position plays an important role in fulfilling the agency's mission to serve our local governments by providing regional vision, collaborative leadership, and professional service to develop effective solutions. Successful applicants will hold the values of professionalism, integrity, accountability, and transparency and will lead and support various projects in an environment where continued professional growth is strongly encouraged. Candidates should be adept at 'learning as you lead' and have strong organizational, time management, and interpersonal skills.

This full-time transportation planner will be responsible for supporting the daily administration of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) and for providing support and technical assistance to other departmental studies related to federal/state mandated planning activities and local initiatives, as assigned. No supervisory responsibilities. This position may include budgetary responsibilities for the CA-MPO program.

### The successful candidate should possess the ability to:

- Work as a member of a team, both in-person and remotely.
- Establish and maintain positive relationships with team members, consultants, vendors, contractors, affected property and business owners, interest groups, the general public, and local, state and federal staff and elected officials.
- Provide Geographic Information System (GIS) and technical support for studies and analyses regarding planning programs and initiatives of the agency.
- Support the development and management of the annual Unified Planning Work Program (UPWP) in collaboration with the Director of Planning and Transportation and other staff.
- Support the development and maintenance of Transportation Improvement Program (TIP) updates, along with required amendments and adjustments thereto.
- Support the development and monitoring of the Long-Range Transportation Plan (LRTP), coordinating with consultants and other entities in the update of this document.
- Support the administration of the Metropolitan Planning Organization and rural transportation program, coordinating and organizing associated monthly committee meetings, including agenda development and general communication.
- Assist coordination efforts with the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), the Virginia Department of Transportation (VDOT), local government partners, the University of Virginia (UVA), and other local, state, and federal agencies/partners, as appropriate.



- Support the application, administration, and management of local, state, and federal grants and contracts with strong financial management.
- Follow Title VI requirements for project and program development and implementation.
- Assist the Director of Planning and Transportation in managing the transportation projects and program budgets.
- Submit various financial reports required by federal/state agencies.
- Present information to various groups using Power Point and other illustrative software and media tools. Perform all other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Experience in a planning agency, preferably in a local or regional government environment.
- A working knowledge of transportation planning and its component parts.
- Familiarity with the U.S. Department of Transportation and Virginia Department of Transportation regulations related to transportation planning and programming.
- Experience with ArcGIS and the ability to produce attractive maps.
- Strong oral and written communications skills with the ability to facilitate public group meetings with various boards, commissions, committees, and complimentary organizations outside the Planning District Commission.
- Collect, analyze, interpret, and visually represent data.
- Computer skills including database management and proficiency in Microsoft Word, Excel, PowerPoint, and the Microsoft 365 environment.
- Familiarity or experience with Adobe Create Suite and/or graphic design preferred.
- Bachelor's degree from an accredited four-year college or university in Transportation Planning (Urban Planning, Political Science, Public Policy, Planning, or related field) or Engineering and 5+ years of experience required.
- Master's degree from an accredited four-year college or university in Transportation Planning (Urban Planning, Political Science, Public Policy, Planning, or related field) or Engineering and 8+ years of professional experience preferred.

**Working Environment/Physical Requirements:** Majority of work is performed in an office setting with a controlled environment. Seldom needs to lift more than 10-20 pounds. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

**Compensation:** The regional transportation planner position is for a regular full-time (40 hours/week) employee (Full-Time Exempt with full benefits). Salary range: Planner III \$50,000-\$65,000, Planner IV \$55,000-\$70,000 depending on qualifications and experience.

**To apply:** To view complete posting and apply online, visit our website at [www.tjpd.org/apply](http://www.tjpd.org/apply). Posting is open for application until filled. Resume, cover letter, salary history, 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.

*An Equal Opportunity Employer*