

## Open Position: Planner/Program Manager

Agency: Crater Planning District Commission

Post date: October 27, 2021 – open until filled

Status: Full-time, exempt

Salary range: \$50,000-\$60,000

Location: Petersburg, VA

Experience required: 2-5 years

The Crater Planning District Commission is 28 representatives of 7 counties and 4 cities in south-central Virginia. The Crater Planning District features small towns, historic main streets, quiet neighborhoods, modern community facilities, accessible waterfronts, serene landscapes, abundant history, and access to urban amenities within the overlapping Richmond metropolitan area. The Crater Planning District is burgeoning with opportunity emerging from a budding pharmaceutical cluster and new resources arising from our state and national capitols. The region is also challenged by stubbornly high unemployment and lower incomes.

The Commission's staff is a small group of diverse professionals helping these 11 localities and their constituents with programs and projects for which interjurisdictional cooperation adds value. We are responsible for regional transportation planning, economic-development planning, and interregional environmental planning. We provide services directly to businesses through our procurement assistance center and revolving loan fund program.

We are adding a professional planner or public administrator to our team. We seek a professional with two to five years of experience in metropolitan transportation planning, active transportation planning, regional environmental planning, infrastructure planning, housing programs, economic development planning/programs, grant writing, and/or grant management. The successful candidate supports programs and projects under the direction of the Planning & GIS Director, Transportation Director, and Executive Director, and will be expected to manage projects within their core competencies as they acquaint themselves with the operation of the PDC and its service area.

The successful candidate will help define their role based on their set of skills and experiences they bring. The successful candidate will be a self-starter and self-scheduler motivated to invest in their community and define their own career path. The position requires excellent oral and written communication skills, excellent topical research and data analysis, and competence in Microsoft Office Suite software and videoconference platforms. Desirable skillsets include proficiency in geographic information systems (GIS), graphic design, social media communications, the Spanish language, and urban design. A working knowledge of state and federal legislation and programs related to local and regional governance, planning, and economic development is highly desired.

## Work Environment

The successful candidate will work in a conventional office setting with limited convenience to work remotely upon occasion at supervisory discretion. This is an exempt position with a flexible, 35-hour week schedule. The successful candidate will have the capacity to operate standard office equipment including telephones, photocopiers, and computers. Attendance at occasional evening meetings in support of local elected and appointed boards is also required. Reimbursable travel within the planning

district and to the state capital is required. Less frequent travel across the Virginia may also be required. A valid driver's license is required. The position supervises no personnel. Crater PDC is an Equal Opportunity Employer.

### Compensation

- \$50,000 - \$60,000 annual salary
- Employer-paid health, dental, and vision insurance
- Employer-paid group life insurance
- Employer-paid long-term disability insurance
- Paid holidays in accordance with the calendar of the Commonwealth of Virginia
- Separate annual and sick leave that accrue in greater rates as employee tenure increases
- Optional 457 deferred compensation plan
- No payroll taxes
  - "Profit-sharing" plan at 15% of salary in lieu of social security
  - Medicare deduction reimbursed

### How to Apply

Send a resume with cover letter and one to two written or graphic work samples to Alec Brebner, AICP – Executive Director at [info@craterpdc.org](mailto:info@craterpdc.org) or to Crater PDC, PO Box 1808, Petersburg, VA 23805.