



ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION

Position Description

Regional Planner II – III (per experience)

The Roanoke Valley-Alleghany Regional Commission (RVARC) is the regional planning agency serving 11 jurisdictions in western Virginia. The Regional Commission staff also support the functions of the Roanoke Valley Transportation Planning Organization (RVTPO), a seven-jurisdiction transportation management area encompassing the urbanized area of the Roanoke Valley. The Regional Commission is a leader in driving collaboration and strategy within our communities on issues that are critical to the economic growth and quality of life of this region.

The Valley is a growing metropolitan region offering a lower cost of living, abundant recreational and cultural resources. The region is served by Interstate 81, the Roanoke-Blacksburg Regional Airport, and Amtrak Northeast Regional service. Residents enjoy the many benefits of an urban area in a smaller setting. The Regional Commission's offices are located in downtown Roanoke.

General Definition

Responsible for professional and technical work in preparing and developing plans and reports, maintaining databases, and analyzing and interpreting information and data for local governments and/or the public, with a particular focus on Geographic Information Systems (GIS) and data analysis. This position is supervised by the Director of Community Development.

Typical Work Tasks

Composes and produces presentation quality maps using ArcGIS to support transportation and community development planning work;

Performs complex GIS analysis in the course of specific planning activities;

Navigates and interprets common public data sources, including decennial Census, American Community Survey, Weldon-Cooper Center, and other data sources as necessary;

Participates in or leads community development and transportation planning projects and technical reports;

Provides policy interpretation, data analysis, visual representation of information, and recommendations to decision makers on state and local community development and transportation legislation and policies (e.g., housing programs, land use, transportation funding--SMART SCALE, etc.).

Performs demographic research and reporting particularly as it relates to RVARC's role as a State Data Center; leads data and mapping-focused projects such as decennial Census-driven redistricting review, as well as the data/mapping tasks within plans/studies;

Makes presentations to and writes material for a public audience including elected officials;

Seeks ways to improve utilization of existing computer applications that will increase efficiency and quality of the Regional Commission's work ;
Represents the Roanoke Valley-Alleghany Regional Commission at various meetings in a professional manner in presentations, meetings, and interactions with the public and elected and appointed officials; and

Performs other duties as assigned.

Knowledge, Skills and Abilities

The candidate must have:

- Statistical analysis background and strong computer skills including Microsoft Office, Internet applications and ArcGIS;
- Knowledge of principles, methodology, and practices of research and data collection;
- Ability to follow complex oral and written instructions; and to plan, organize and complete various projects in a timely manner;
- Experience with ArcGIS Online, and preparing interactive presentations with ArcGIS Story Maps is a plus.
- Knowledge of standard office procedures and practices.
- Strong written and oral communication skills;
- Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives from other agencies and the general public.
- The ideal candidate will also have:
- Experience with other data/visualization platforms such as Tableau, ArcGIS Online, Streetlight Data, FEMA's HAZUS software, and preparing interactive presentations with ArcGIS Story Maps;
- Comprehensive knowledge of theories, principles, practices and techniques of urban planning; and state, federal and local community development and transportation planning standards;
- Well-developed knowledge of one or more planning disciplines, such as housing, economic development, land use or transportation;

Preferred Education and Experience

Graduation from an accredited college or university with a master's degree in urban, regional, or transportation planning; transportation or civil engineering; public administration, geography, or a closely related field and a minimum of one years of planning experience; OR Graduation from an accredited college or university with a bachelor's degree in any of the aforementioned fields or related field with a minimum of three years of experience in planning; OR a high school diploma or GED with a minimum of five years related professional work experience

Continuing Education

This position is a mid-level of a professional development track. Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged for advancement to subsequent positions of responsibility.

Physical Effort, Dexterity, Visual Acuity, Hearing, and Speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not more than 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Starting Salary Range

\$45,000-\$50,000 depending on qualifications with an excellent benefits package including flexible schedule and telework options, employee health & dental, retirement, and many others.

Applying Details

Position open until filled. Initial screening will begin on **February 14, 2021**.

Cover letter and resume should be submitted to Sherry Dean, Director of Finance, at sdean@rvarc.org.

Selected candidates may be asked later to complete a formal job application.

Equal Opportunity Employer

RVARC is proud to be an equal employment opportunity employer and to provide a work environment that is free of discrimination and harassment. Employment decisions at RVARC are based on agency need, job requirements, and individual qualifications, without regard to any status protected by law. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. RVARC may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.