



REGIONAL TRANSPORTATION PLANNER

The job:

The Thomas Jefferson Planning District Commission (TJPDC) seeks a full-time regional transportation planner to join our innovative planning staff. 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), supporting the Rural Transportation Program, and 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 and Rural Transportation program.

Our organization:

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 Planning District 10, to include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The TJPDC office adjacent to the downtown mall of 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.

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, management, and necessary amendments to various work programs and plans needed to support transportation planning for the region.
- Support the administration of the Metropolitan Planning Organization and rural transportation program by coordinating and organizing associated monthly committee meetings, including agenda development and general communication.
- Coordinate with local, state, and federal agencies/partners, as needed.
- 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 transportation projects and program budgets.
- Author and submit required reports to federal/state agencies.
- Present information to various groups using PowerPoint and other illustrative software and media tools.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- 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.
- Strong oral and written communications skills with the ability to facilitate public meetings with boards, commissions, and other groups as needed.
- Able to collect, analyze, interpret, and visually represent data.
- Experience with ArcGIS and the ability to produce attractive maps.
- Computer skills, including data management and proficiency in Microsoft Office (Word, Excel, etc.).
- Familiarity or experience with Adobe Create Suite and/or graphic design is preferred.
- 1-2 years of experience working in local or regional government is preferred.
- Any combination of education and experience equivalent to a bachelor's degree from an accredited four-year college or university in transportation planning, engineering, or related field is required for classification as Planner I. Work experience and/or master's degree in related field preferred. Classification dependent on qualifications, experience, and internal equity.

Working Environment/Physical Requirements: Majority of work is performed in a controlled office environment, with flexible remote work up to 2 days per week possible with supervisor approval. Occasional need to lift up to 30 pounds. Some overnight or day travel may be required for business purposes.

Compensation: The regional transportation planner position is for a regular full-time FLSA exempt employee with full benefits. Salary range: Planner I \$45,000-\$55,000; Planner II \$50,000-\$60,000; Planner III \$55,000-\$65,000; Planner IV \$60,000-\$70,000; depending on qualifications, experience, and internal equity. Benefits include 14 paid holidays, paid vacation and sick leave, employer pays 100% of medical and dental premiums (for employee only), VRS retirement (after 6-month probationary period), continuing education/training opportunities, and flexible remote work up to 2 days per week possible with supervisor approval.

To apply: To view complete posting and apply online, visit our website at 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 and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902, info@tjpd.org. No phone calls please.

An Equal Opportunity Employer