



RESILIENCE PLANNER

Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; FLSA Exempt status
Salary:	Starting salary range of \$55,000 to \$65,000, DOQ; Full Benefits
Closing Date:	Open until filled; resumes reviewed on an ongoing basis

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The Resilience Planner has knowledge of planning, coastal management, and climate adaptation, with proficiency in geographic information systems and other analytical skills to support the HRPDC Coastal Resiliency Program. The Coastal Resiliency Program identifies and implements regional priorities for research, analysis, and policy development on issues related to resiliency and climate adaptation to support local government planning and implementation efforts. Applicants must be able to analyze complex data and support development and maintenance of geospatial data and web applications. Applicants must also be able to evaluate state and federal policies related to climate change and resiliency and support coordination with local government staff around policy development and public outreach. The Resilience Planner attends Coastal Resiliency Committee and Regional Environmental Committee meetings, helps prepare meeting agendas and summaries, and provides other support for meetings as required.

Working under the supervision of the Chief Resilience Officer, the position will provide support to the Water Resources Department, to include:

- Coordinating with local government, state and federal agency, and non-governmental partners frequently on a variety of tasks and projects, including meeting coordination, preparation, and support
- Working with other Coastal Resiliency Program and Water Resources staff to identify and implement program priorities
- Conducting research in specific project areas for best practices, geospatial and other data analysis, and information sharing
- Writing and presenting technical reports and analyses
- Representing the HRPDC at public meetings and present material through formal and information presentations
- Providing technical assistance and support to other HRPDC staff

This position requires regular travel to meetings within the Hampton Roads region and occasional travel to other locations within coastal Virginia. Qualified applicants must be U.S. citizens or permanent residents.

The Candidate

The ideal candidate will have:

- Knowledge of the operation of local governments and their needs related to planning and resiliency; knowledge of environmental planning and coastal resources management issues and best practices; knowledge of the National Flood Insurance Program (NFIP), Community Rating System (CRS), and climate science and policy.
- Excellent interpersonal skills and the ability to work with all levels of internal management and staff. Must be able to establish and maintain effective working relationships with professional colleagues and representatives from other agencies and the public.
- Excellent oral and written communication skills to present technical reports and complex ideas to various boards and committees; ability to summarize technical subjects for professional and public audiences.
- Demonstrated research skills; ability to critically evaluate local, state, and federal public policies related to planning, climate change, and resiliency; ability to develop research approaches and methodologies.
- Demonstrated proficiency with Microsoft Office suite of programs; Demonstrated proficiency with GIS software, including Esri ArcGIS Pro, ArcMap, and ArcGIS Online tools.
- Strong organizational skills and capacity for working on multiple projects, including short-term and long-term efforts; ability to work independently and in teams; and ability to manage multiple tasks simultaneously.
- Ability and willingness to perform administrative duties including but not limited to data collection/entry, agenda preparation, and preparation of minutes for assigned committee meetings.

Education & Experience

- Master's degree in Planning, Coastal or Natural Resource Management, Marine Science, Environmental Science, Landscape Architecture, Geography, Environmental Policy, or other relevant academic area preferred.
- Bachelor's degree in an area listed above with 2-3 years of relevant professional experience will be considered in lieu of a Master's degree.
- Experience in local government, state or federal agencies preferred.
- Professional certification (e.g., AICP, CFM) or registration desirable.

Physical Requirements & Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Must be able to set-up and remove presentation items from displays. Occasional lifting of up to 25 lbs. Position requires travel within Hampton Roads region.



Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules; telework opportunities available
- Flexible Spending Accounts
- Professional Development

Working Environment: Most work is typically performed in a climate-controlled office environment.

Writing Ability: Work requires the ability to write reports, research and technical analyses, meeting summaries, letters, and correspondence.

Reading: Requires the ability to read technical documents, federal, state, and local regulations and manuals, grants, correspondence, and other documentation.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas.

Sensory Requirements: Normal visual acuity, field of vision, speaking, color perception and depth perception.

Mental Requirements: Uses advanced professional level work methods and practices in the analysis, coordination, or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide and/or regional impact; requires sustained, intense concentration for accurate results.

EEO and ADA Compliance: The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.

To Apply

To be considered, applicants must submit a letter of interest and resume to Kelli Arledge, Deputy Executive Director, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Deputy Executive Director
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320

About Hampton Roads

Hampton Roads is home to about 1.7 million people and is in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. With one of the largest natural harbors in the world, the region is an ideal location for tourism, trade, and the military. The region also has numerous waterways such as the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers. Facilities located along riverbanks offer a variety of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals throughout the year. History, music, drama, and art can be found in museums and theaters throughout the area. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. The City of Virginia Beach is the top vacation destination in Virginia, known for miles of beautiful public beaches. Localities on the Peninsula also offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. Rural areas across Hampton Roads offer many tranquil and picturesque settings. There are also hundreds of parks, campgrounds, multiuse trails, and concert venues featuring national touring acts and well-known artists throughout the region.

