



REGIONAL PLANNER I, II, OR III

The job:

As a Regional Planner at the TJPDC, you will play a pivotal role in housing-related and other regional/community planning initiatives. The previous Regional Planner implemented a pilot program for eviction reduction, organized a housing conference, and developed detailed reports for the regional hazard mitigation plan. You will also be responsible for managing federal and state grants related to housing and community development and managing projects with a wide variety of stakeholders.

Our organization:

The TJPDC is a dynamic regional government organization dedicated to enhancing the quality of life for our residents. We serve as a hub for regional planning and development, working collaboratively with local communities to address housing needs, manage federal and state grants, and promote sustainable growth and prosperity across the region. Our office is 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.

Key Responsibilities:

- Perform professional work related to a variety of planning assignments, which could be in the areas of natural/water resources planning, community development, hazard mitigation, housing, transportation, and others.
- Collaborate with local governments, community organizations, and agencies to support partnerships and resource-sharing.
- Engage with community members and other stakeholders to gather input and feedback on projects.
- Attend and observe public meetings, workshops, and hearings related to planning initiatives. Attend daytime and evening meetings across the region as needed.
- Schedule and conduct meetings with advisory boards and elected officials.
- Present reports and other findings to staff, boards, commissions, and elected officials and serve as liaison.
- Identify federal and state grant opportunities related to housing and community development.
- Prepare grant applications, ensuring all requirements are met.
- Assist the Program Director in managing the grant application process, including tracking deadlines and submissions.
- Assist the Program Director in overseeing grant compliance, reporting, and auditing.
- Assist the Program Director in managing projects from inception to completion, including budgeting and scheduling.

- Assist the Program Director in managing financial records and preparing reimbursement requests.
- Coordinate with external consultants, architects, and contractors as needed.
- Work both independently and as a member of a team, both in-person and remotely.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Strong oral and written communication skills for preparing and presenting planning reports and projects.
- Strong interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.
- Experience in grant management is preferred, including grant writing and compliance.
- Ability to work on several projects or issues simultaneously.
- Ability to manage projects effectively and meet firm deadlines.
- Ability to facilitate in-person and virtual public participation activities.
- Computer skills, including data management and proficiency in Microsoft Office (Word, Excel, etc.). GIS skills preferred.
- Able to collect, analyze, interpret, and visually represent data.
- A commitment to promoting equity and inclusivity in regional planning efforts.
- One to two 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 planning, public policy, or related field is required for classification as a Planner I. Two to five years of relevant work experience and/or master's degree in related field is desired. Classification is 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 salaried, full-time, exempt, with benefits. Hiring salary range: Planner I \$50,000-\$55,000; Planner II \$50,000-\$60,750; Planner III \$60,750-\$67,250; depending on qualifications, experience, and internal equity. Benefits include paid holidays, vacation, and sick leave, health insurance, life and long term disability insurance, retirement, and continuing education/training opportunities.

To apply: To view the complete posting and apply online, visit our website at www.tjpd.org/apply. Posting is open for application until filled. Resume, cover letter, 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