



**JOB ANNOUNCEMENT**  
**ONE FULL-TIME POSITION AS**  
**DIRECTOR OF REGIONAL PLANNING AND OPERATIONS**  
**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

The Thomas Jefferson Planning District Commission (TJPDC) is a dynamic regional government organization dedicated to enhancing the quality of life for the residents in Virginia's planning district ten (10). The mission of the TJPDC is to provide regional vision, collaborative leadership, and professional service to develop effective solutions. We serve the counties of Albemarle, Greene, Fluvanna, Louisa and Nelson and the City of Charlottesville. The TJPDC is a regional planning agency that offers a broad range of planning services in the areas of land-use, housing, community development, environment, transportation, broadband, and economic development, as well as legislative services. Our office is adjacent to the downtown mall in Charlottesville, VA, located at the foothills of the Blue Ridge Mountains in Central Virginia. Approximately 275,000 residents live in the region, which is known for its historic resources, scenic beauty, high quality of life, and urban and rural living.

**General Definition:**

The TJPDC seeks an experienced Director of Regional Planning and Operations to join our innovative planning and leadership team. This senior-level position will serve in a dual leadership role. The first is to direct the agency's planning department, providing strategic vision and administrative oversight of a diverse planning portfolio. The second is to direct the overall operation of the agency, performing select high-level administrative functions under the direction of the Executive Director. It is estimated that 70% of time will be performing planning and program-specific duties and 30% of time will be performing operational and administrative duties.

**Essential Job Functions and Responsibilities:**

**Director of Regional Planning**

- Manage the overall functions of the planning department, providing leadership and day-to-day management of specific programs, to include housing, community development, land use, economic development, environment and hazard mitigation, historic preservation, and urban and rural planning initiatives. The scope of responsibility, or defined programs, may vary from time to time, depending on currently funded projects, programs, grants, contracts and regional priorities and/or activities.
- Supervise approximately three (3) professional departmental staff as well as interns and AmeriCorps VISTA service members, when applicable.
- Serve as primary advisor to the Executive Director and leadership team on all matters related to regional planning, including strategic planning, budgeting, program development, personnel management, and staff professional development needs.
- Analyze regional trends and seek project pipeline opportunities to meet the needs of the TJPDC's member jurisdictions.
- Manage the development of grant proposals, funding applications, and project scopes of work for local, state, and federal programs; Research funding opportunities, prepare and submit applications, and administer awarded grants; Work with leadership team to finalize agreements, contracts, and Memorandums of Understanding (MOUs).
- Provide planning support and technical assistance to member jurisdictions across a variety of program areas, including comprehensive plan development and updates, zoning and subdivision ordinance reviews, GIS mapping, small area plans, environmental reviews, short- and long-range planning initiatives. Planning support may be delivered through existing program activities or through contracted services, depending on scope.
- For contract-based planning services, develop scopes of work and fee proposals, cultivate service relationships with member localities, and ensure contracted deliverables are completed on time and within budget.
- Oversee the collection and analysis of demographic and economic data and support the agency's role as a regional affiliate data center to help member jurisdictions make data-driven decisions.

- Oversee and facilitate various meetings of technical committees, advisory groups, focus groups, partnerships, commissions and/or regional bodies, and present complex policy and planning recommendations to the commission board.
- Serve as a technical bridge and departmental liaison between member jurisdictions and state and federal agencies (DEQ, DHCD, Virginia Housing, HUD, USDA, etc.).
- Represent the TJPDC on local, regional, and state boards, steering and advisory committees, partnerships, and/or consortiums, as required.
- Support staff with project and program direction and problem-solving, to ensure projects are delivered on time and within budget and scope of work; Monitor program expenditures against program budgets, reporting findings to the Finance and Executive Directors.
- Review staff work to ensure accuracy and quality of output.
- Oversee GIS-based planning and analysis activities across the planning department, ensuring the effective use of geographic information systems in support of regional planning initiatives, data visualization, and locality support services.
- Serve as the Executive Director and Secretary of the TJPDC Corporation 501(c)(3), a non-profit organization that supports the mission of the Thomas Jefferson Planning District Commission.

#### **Director of Operations:**

- Oversee the development, review, and implementation of operational and organizational policies and procedures.
- Support the Finance Director in maintaining financial internal controls and preparing financial reports required by the TJPDC's board, cognizant agent, auditor, and state and federal agencies.
- Provide compliance oversight for the organization and serve as the primary liaison for state and federal compliance reviews.
- Support the Director of Finance and Human Resources with organization-wide recruitment and hiring processes, to include onboarding, developing and maintaining human resource tools, benefits administration, and organization-wide professional development and team building.
- Manage the agency's procurement, contracting, and purchasing activities in accordance with the agency's procurement and purchasing policy and the Virginia Public Procurement Act.
- Coordinate the management of the agency's facilities and serve as a liaison between the agency, the property management company, and subtenants.
- Manage the agency's physical assets (vehicle, computers, monitors, security cameras, keys, etc.)
- Coordinate the agency's outsourced IT service provider and website administrator to ensure reliable technology systems, software licensing, GIS and server data management, and VOIP phone services.
- Assist with the preparation and management of monthly evening Commission meetings; Serve as acting secretary, manage technology and presentations, and support development of meeting agenda, materials, and minutes.
- Perform other related duties, as assigned.

#### **Required Knowledge, Skills, and Abilities:**

- Strong communication and presentation skills, including the ability to communicate technical and complex information clearly both verbally and in writing.
- A demonstrated ability to work effectively as a leader managing several projects simultaneously.
- Ability to exercise initiative and independent judgment in applying and interpreting organizational policies and procedures.
- Considerable knowledge of:
  - principles of personnel management, including supervision, training, and performance evaluation,
  - the theory, principles, and techniques of the planning profession,
  - the methods and techniques of research and analysis,
  - program budgeting, financial management, and compliance, and
  - facilitation and collaborative decision making.
- A demonstrated ability to establish and maintain professional and effective working relationships with staff, commissioners, consultants, elected and appointed officials, partner agencies, and the general public.

- A demonstrated ability to learn, understand, and comply with local, state, and federal laws, ordinances, and codes, pertaining to a wide variety of planning topics and agency operations.
- Ability to effectively prioritize work, accept responsibility, and demonstrate reliability, motivation, innovation and initiative.
- Considerable computer skills, to include proficiency in Microsoft Office and Geographic Information Systems (GIS), are required.
- American Institute of Certified Planners (AICP) certification required, or ability to obtain certification within one year of hire.
- Virginia Contracting Associate (VCA) certification required, or ability to obtain certification within one year of hire.

**Minimum Qualifications**

Any combination of training and experience which would provide the required knowledge, skills, and abilities will be considered. **Preferences may be given to applicants possessing qualifications above the minimum.** Typical qualifications include:

- Bachelor’s degree or higher in urban planning, public administration, or related field.
- Minimum of ten (10) years of progressively responsible experience or eight (8) years with a master’s degree; and
- Minimum of five (5) years of supervisory experience.

**Working Environment:**

The TJPDC offers a hybrid work environment. The position requires occasional evening public meetings throughout the region and periodic day or overnight travel for meetings, conferences, or project coordination.

**Classification, Compensation, Benefits:**

Classification:

- Full-Time Exempt

Salary Hiring Range:

- \$103,834 - \$114,125, depending on qualifications and experience.

Benefits:

- Health, dental, and vision insurance; Participation in the Virginia Retirement System (VRS); Disability and life insurance; Paid holidays, annual and sick leave; Gym membership discount program; Professional development and continuing education opportunities; Additional Employee Benefits

**Application Process:**

Application and job description are available at [www.tjpd.org/apply](http://www.tjpd.org/apply). **To be considered, applicants must submit a resume, cover letter, and complete employment application.**

Submit materials online at [www.tjpd.org/apply](http://www.tjpd.org/apply) or via email to [humanresources@tjpd.org](mailto:humanresources@tjpd.org). Or mail completed materials to:

TJPDC Human Resources  
 401 E. Water Street  
 Charlottesville, VA 22902

Applications are accepted until position is filled. All application materials will be held in confidence. Finalists are subject to background and reference checks. Employment is contingent on compliance with the TJPDC’s drug-free workplace policy. For assistance or accommodations contact (434) 979-7310.

**The Thomas Jefferson Planning District Commission is an Equal Opportunity Employer**