



Thomas Jefferson

Planning District Commission

**JOB ANNOUNCEMENT
ONE FULL-TIME POSITION AS
REGIONAL PLANNER I OR II**

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, community development, environment, transportation, housing, broadband, and economic development, as well as legislative services. Our office is adjacent to the downtown mall of Charlottesville, located in Central Virginia at the foothills of the Blue Ridge Mountains. Approximately 275,000 residents live in the region, which is filled with history, scenic beauty, and urban and rural living.

General Definition:

The TJPDC is seeking a planner with coursework/experience in transportation, multi-modal, or land use planning. Under supervision and direction of the Director of Transportation and senior planning staff, the Planner I/II is expected to assist with the development of short and long-range regional plans for the Thomas Jefferson Planning District Commission and the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO). The successful candidate must exhibit an ability to learn and work within multiple planning areas and work with staff, key stakeholders, and the public.

Essential Job Functions and Responsibilities

For all levels:

- Perform professional work related to a variety of planning assignments in the areas of natural resource planning, community development, hazard mitigation, housing, transportation, and others.
- Review plans, proposals, and studies.
- Develop planning studies and reports in support of new and updated plans, programs, and regulations.
- Attend a moderate number of evening meetings throughout the region.
- 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/plans.
- Prepare materials for public or Committee meetings, including but not limited to meeting agendas, staff memorandums, and resolutions

Additional for Planner I:

Performs entry-level planning and research work. Works under close supervision of a senior planner and involves professional-level duties and judgement. The Planner I may:

- Conduct general research, collect data, and prepare reports.
- Prepare maps, charts, tables, and/or graphics.
- Attend public meetings, assisting other planning staff as appropriate.
- Assist other staff in performing work of greater complexity.

Additional for Planner II:

Performs professional planning work of moderate difficulty. The position is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planner I. The Planner II works under moderate supervision and is expected to possess more in-depth knowledge

within one or more planning specialties such as multi-modal planning, transportation planning, or comprehensive planning. Employees at this level may rely on direction from others to solve nonstandard problems, may routinely assist other staff in performing work of greater complexity, and may:

- Conduct extensive research in specific project areas.
- Provide technical planning assistance to local, regional, or state entities.
- Write and present formal and technical reports, working papers, and correspondence
- Interpret and apply applicable federal, state, and local codes, ordinances, and regulations.
- Develop short-range and long-range regional plans, projects, or programs.
- Represent the TJPDC at public meetings and special events.
- Perform Board or committee management activities, including scheduling and conducting meetings with advisory boards and elected officials and maintaining committee membership;
- Provide assistance to the Program Director in managing the grant application process, including writing grant proposals; in overseeing grant compliance, reporting, and auditing; in managing projects from inception to completion; and in managing financial records and preparing reimbursement requests.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. **Preferences may be given to applicants possessing qualifications above the minimum.** A typical way to obtain the minimum knowledge, skills, and abilities would be:

- Bachelor's degree or higher from an accredited four-year college or university in planning, public administration, public policy, or related field.
- Progressively responsible, full-time planning experience: Planner I: Less than two (2) years; Planner II: Greater than two (2) years.
- Geographic Information Systems (GIS) knowledge/experience or a willingness to learn GIS preferred.

Working Environment:

The TJPDC offers a hybrid work environment with a moderate number of evening meetings throughout the region. Some day or overnight travel may be required.

Classification, Compensation, Benefits:

- CLASSIFICATION: Full-Time Exempt
- SALARY HIRING RANGE: Planner I: \$61,235 - \$65,021; Planner II: \$68,453 - \$74,497
- BENEFITS: The TJPDC offers a competitive benefits package that includes health, vision, and dental insurance, paid annual and sick leave, paid holidays, retirement through the Virginia Retirement System (VRS), disability and life insurance, a gym discount program, continuing education/training opportunities, and more.

Application Process:

To be considered for this position, please submit a resume, cover letter, and a completed employment application.

Posting is open for application until filled. Application and job description are available at: www.tjpd.org/apply.

Please submit online or email completed materials to humanresources@tjpd.org, or mail completed materials to TJPDC Human Resources, 401 E. Water Street, Charlottesville, VA 22902. All resumes and correspondence will be held in confidence. Materials submitted become the property of TJPDC and will not be returned.

For assistance or if you require special accommodation, please call (434) 979-7310. TJPDC Office hours are 8:00 am – 5:00 pm, Monday – Friday.

Finalists are subject to background and reference checks. Employment is contingent on compliance with the Thomas Jefferson Planning District Commission's drug-free workplace policy.

An Equal Opportunity Employer