

## **Transportation Planner II/III -**

Thomas Jefferson Planning District Commission (TJPDC) & Charlottesville-Albemarle Metropolitan Planning Organization (CAMPO)  
Charlottesville, VA

**CLASSIFICATION:** Full-Time Exempt with full benefits

**STARTING SALARY:** \$45,00-55,000 Annually

The TJPDC is seeking a Full Time Transportation Planner to add to our innovative planning staff in areas of transportation, land use, housing and environmental planning. If you believe in the values of Professionalism, Integrity, Mutual Respect, Accountability and Transparency, and want to work with leaders in transportation and land use planning, you would love this job. The TJPDC area, consisting of the City of Charlottesville and Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, is located in central Virginia at the foot of the Blue Ridge Mountains and is home to approximately 230,00 residents who enjoy a high quality of life in an area known for its history, educational opportunities, scenic beauty and well-managed, progressive and environmentally conscious governments.

The TJPDC is seeking a planner with transportation planning experience interested in continuing their skills and building experience with an advanced regional planning team. Education and work experience equivalent to possession of a Master's Degree in planning from an accredited college or university is required.

The Transportation Planner will work as part of a multi-disciplinary team focused on rural and urban transportation issues. This includes working on projects related to bike and pedestrian, highway and transit planning. The transportation planner will report to the transportation planning manager.

The Transportation Planner will provide staff support for standing and ad hoc transportation committees. Tasks include preparing agendas, attending meetings, preparing minutes, coordinating with chair persons and developing other meeting materials. The transportation planner will also be involved in short and long-range transportation planning activities and is expected to work closely with staff from local governments, Virginia Department of Transportation and the Department of Rail and Public Transportation.

### **Knowledge Skills and Abilities:**

- Bachelor's degree or higher in urban/city planning, transportation planning or related field required
- Master's Degree in Planning preferred
- Minimum of 3 years' experience in transportation planning.
- A valid driver's license
- Experience using statistical analysis software, traffic analysis software, and other spreadsheet, database, and word processing packages
- Require experience using geographic information systems software such as ArcGIS
- Familiarity with Census and American Community Survey datasets
- Transportation modeling (TransCAD preferred)
- Committee and meeting management

### **Tasks and Duties:**

- Perform research
- Conduct long range planning activities
- Collect, analyze, and interpret data (qualitative and quantitative)
- Establish and maintain effective relationships with team members and consultants, vendors, contractors, other public agencies, affected property and business owners, interest groups, and the general public
- Staff transportation committees
- Assist in the preparation of the Unified Work Program

- Maintain and update planning documents including the Transportation Improvement Program, Long-range Transportation Plan and Bike/Ped plan
- Assist in the development and maintenance of the regional travel demand model using TransCAD
- Effectively communicate both orally and in writing
- Coordinate work activities with TJPDC member officials and staff for successful project completion

To view the complete posting online, visit our website at <http://www.tjpd.org>. Posting is open for application until filled. Resume, cover letter, salary history and completed job application are required for consideration. Applications may be submitted to Thomas Jefferson Planning District Commission, 401 East Water Street Charlottesville, VA 22902, or by email at [info@tjpd.org](mailto:info@tjpd.org). No phone calls please.