



JOB ANNOUNCEMENT
ONE FULL-TIME POSITION AS
DIRECTOR OF PLANNING & TRANSPORTATION

The Thomas Jefferson Planning District Commission (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 and state agency partners to address transportation needs, plan, and secure funding for infrastructure improvements, and promote sustainable growth and accessibility across the region. The TJPDC serves the counties of Albemarle, Greene, Fluvanna, Louisa and Nelson and the City of Charlottesville. Our office is adjacent to the downtown mall of Charlottesville, located in Central Virginia at the foothills of the Blue Ridge Mountains. Approximately 260,000 residents live in the region, which is filled with history, scenic beauty, and urban and rural living.

General Definition

The TJPDC is seeking an experienced Director of Planning and Transportation to oversee multiple planning areas including the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO), rural transportation program, regional transit, environmental, and land use planning programs.

Essential Job Functions and Responsibilities:

- Establish and maintain professional and effective working relationships with staff, Commissioners, consultants, elected and appointed officials, partner agencies, and the general public.
- Manage overall functions of planning, transportation, and environmental programs and supervise approximately five (5) departmental staff.
- Implement and oversee planning projects, ensuring that all projects are delivered on time and within budget and the scope of work.
- Oversee all activities of the CA-MPO and serve as staff lead to the CA-MPO Policy Board.
- Develop program budgets with staff and the Executive Director.
- Develop program goals, objectives, policies, and procedures with staff and the Executive Director.
- Oversee reimbursement request preparation and submission for programs with external funding sources.
- Represent the TJPDC at meetings and special events; prepare and give presentations.
- Ensure that the Executive Director is kept fully informed on the condition of the department and about any trends, events, or emerging issues of significance to the programs' success.
- Research, identify, and recommend new state and federal grant opportunities related to TJPDC programming, as needed.
- Manage the development of grant proposals, applications, and project scopes of work for local, state, and federal funding; Work with the leadership team to finalize awarded agreements and contracts.
- Serve as departmental liaison between local governments and state and federal agencies and represent the TJPDC on state/regional/local boards, as 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 with multiple individuals and manage several projects simultaneously.

- Ability to exercise individual initiative and independent judgment in applying and interpreting TJPDC 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 and financial management, and
 - facilitation and collaborative decision making.
- 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.
- Considerable computer skills to include proficiency in Microsoft Office; Geographic Information Systems (GIS) experience is preferred.
- American Institute of Certified Planners (AICP) Certification preferred, or ability to obtain certification within one year.

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 in urban planning, public administration, or a related field and a minimum of eight (8) years of progressively responsible experience with two (2) years of supervisory experience.
- Master’s Degree preferred with at least six (6) years of full-time experience with two (2) years of supervisory experience.

Working Environment:

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

Classification, Compensation, Benefits:

- CLASSIFICATION: Full-Time Exempt
- SALARY RANGE: \$72,000 – \$90,000, depending on qualifications and experience.
- BENEFITS: The TJPDC offers a competitive benefits package that includes health, vision, and dental insurance, paid annual and sick leave, paid holidays, participation in the Virginia Retirement System (VRS), disability insurance, life insurance, a gym discount program, and continuing education/training opportunities.

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, email completed materials to info@tjpd.org, or mail completed material to TJPDC 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 a.m. - 5:00 p.m., Monday – Friday.

An Equal Opportunity Employer