



Thomas Jefferson
Planning District Commission

**JOB ANNOUNCEMENT
ONE FULL-TIME POSITION AS
REGIONAL PLANNER III OR IV**

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 planner with specialized knowledge/experience in transportation, multi-modal, and land use planning. Under supervision and direction of the Director of Planning and Transportation, the Planner III/IV is expected to develop and manage short and long-range regional plans for the Thomas Jefferson Planning District Commission and Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO).

Essential Job Functions and Responsibilities

For all levels:

- Perform professional work related to a variety of planning assignments, which could be in the areas of natural resource planning, community development, hazard mitigation, housing, transportation, transit, and others.
- Develop planning studies and reports in support of new and updated plans, programs, and regulations.
- Prepare and present detailed reports on development proposals to government bodies.
- Oversee the work of consultants and interns.
- Attend a moderate number of evening and weekend 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.

Additional for Planner III:

Performs highly complex (senior-level) planning and research work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Manage complex planning studies, projects, and review consultant proposals.
- Develop and document methodologies and specifications for planning and research projects.
- Identify, define, and research issues of strategic importance.
- Supervise (formally or informally) more junior planners within the organization, as designated by the Director of Planning and Transportation.

Additional for Planner IV:

Performs advanced (senior-level) planning and research work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may be considered technical experts in the field and may work on multiple complex planning and research projects simultaneously. They may often provide strategic direction and oversight on highly complex planning projects and may:

- Oversee specialized planning functions such as large-scale transportation plans and studies.

- Advise the Director of Planning and Transportation on all planning-related matters.
- Advise various councils, boards, commissions, and elected officials in planning-related issues.
- Participate in budget preparation and administration, monitor and control expenditures.
- Serve as a liaison among federal, state, and local agencies and regional groups in matters concerning the coordination of plans and services.
- May possess a more limited supervisory role and instead function as the most senior planner with expertise in a particular specialization.
- Serve as acting Director of Planning and Transportation in their absence.

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, or a related field; Master’s degree preferred.
- Progressively responsible, full-time planning experience (in years’ experience by level):
 - Planner III four (4) years
 - Planner IV seven (7) years
- American Institute of Certified Planners (AICP) Certification preferred.
- Geographic Information Systems (GIS) experience preferred.

Working Environment:

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

Classification, Compensation, Benefits:

- CLASSIFICATION: Full-Time Exempt
- STARTING SALARY:

Planner III	\$60,500-\$70,500
Planner IV	\$68,000-\$84,500
- 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

Thomas Jefferson Planning District Commission
 PO Box 1505, 401 E. Water Street, Charlottesville, VA 22902
www.tjpd.org • info@tjpd.org