



**CHIEF OPERATING OFFICER/PROGRAM DIRECTOR,
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Job Summary/Scope:

The Thomas Jefferson Planning District Commission (TJPDC) seeks an experienced full-time Chief Operating Officer (COO)/Program Director to join our innovative planning and leadership team. The TJPDC is a regional planning agency that offers a broad range of planning services in the areas of land-use, community development, environmental, transportation, housing, and economic development, as well as legislative services. The TJPDC serves the member governments within the Planning District, to include the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson. Successful applicants will hold the values of professionalism, integrity, accountability, and transparency.

This full-time senior-level position will serve in a dual role. The first of which is to direct the overall operations of the agency, performing selected high-level administrative functions under the direction of the Executive Director. The second is to provide day-to-day management of identified programs of the agency, depending on currently funded programs and projects. It is estimated that 40% of time will be performing administrative/operational duties and 60% of time will be performing program-specific duties. The COO will serve as a strategic advisor to the Executive Director and leadership team in forming and monitoring the agency's policies and procedures, developing monthly, quarterly, and annual reports, managing and monitoring compliance of grants and contracts, monitoring monthly program expenditures against program budgets, and identifying annual program goals. The Program Director role will serve as lead on identified programs, developing program-specific goals, managing program budgets, and seeking pipeline projects and funding.

The successful candidate should possess the ability to:

- Work as a member of a team, both in-person and remotely.
- Establish and maintain positive relationships with team members, consultants, vendors, contractors, affected property and business owners, interest groups, the general public, and local, state, and federal staff and elected officials.
- Provide day-to-day management of specific programs. The scope of responsibility, or defined programs, may vary from time to time, depending on currently funded projects, programs, grants, and/or activities.
- Support the development of monthly TJPDC Commission meeting agendas and supporting documents.
- Prepare quarterly and annual agency activities reports; publish agency annual report.
- Provide monthly financial bank statement reconciliation report to the Executive Director.
- Serve as signatory and fiscal agent for agency and affiliated accounts.
- Prepare and deliver annual budget submissions to local member governments.
- Develop, review, update, and/or recommend revisions to the Employee Handbook, agency Policies and Procedures, staff annual review procedures, and policy requirements necessary for meeting local, state, and federal regulations.
- Recommend annual goals for programs under purview, conferring with appropriate staff.
- Assist the leadership team in developing annual budget, program-specific budgets, and staff-time allocations.
- Review time sheets of direct reports and review the use of actual time compared to planned use of time articulated in the cost allocation plan.
- Monitor program expenditures against program budgets, reporting findings to the Executive Director.
- Seek project pipeline opportunities, applying for grants/funding as appropriate.
- Support staff with project/program direction, invoicing, problem solving, and ensuring budgetary needs are met for agency projects and programs.
- Review staff work, as necessary, for accuracy and quality of output.
- Perform other duties which, from time to time, may be assigned.

Required Knowledge, Skills, and Abilities:

- Knowledge of local or regional government operations desired.
- A working knowledge of project/program management.
- A working knowledge of grant administration, management, and compliance.
- Strong oral and written communication skills with the ability to facilitate public group meetings with various boards, commissions, committees, and outside complimentary organizations.
- Ability to collect, analyze, interpret, and visually represent data.
- Strong computer skills including database management and proficiency in Microsoft Word, Excel, PowerPoint, and the Microsoft 365 environment.
- Knowledge of governmental financial and budget management preferred.
- Ability to effectively prioritize work, accept responsibility, and demonstrate reliability, motivation, innovation and initiative preferred.
- Bachelor's degree from an accredited 4-year college or university in planning, public administration, public policy, or a related field. Requires minimum of 10 years related full-time experience.
- Master's degree preferred. Requires minimum of 6 years full-time experience
- 5 years+ supervisory/management experience.

Working Environment/Physical Conditions: Hybrid in-person/remote work environment. In-person work is performed in an office setting. Seldom needs to lift more than 10-15 pounds. Some overnight or day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

Compensation: The Chief Operating Officer/Program Director position is for a regular full-time (40 hours/week) employee (Full-Time Exempt with full benefits). Salary range: \$70,000 - \$80,000 depending on qualifications and experience.

To apply: To view complete posting and apply online, visit our website at www.tjpd.org/apply. Posting is open for application until filled. Resume, cover letter, salary history, and completed job application are required for consideration. Applications may be submitted online or downloaded from www.tjpd.org/apply and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902, info@tjpd.org. No phone calls please.

An Equal Opportunity Employer