



*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 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 entry- or journey-level planner with coursework/experience in transportation, multi-modal, or land use planning. Under supervision and direction of the Director of Planning and Transportation and senior Transportation 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.

**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.
- Schedule and conduct meetings with advisory boards and elected officials.
- 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, or a related field.
- Progressively responsible, full-time planning experience (years' experience by level): 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. Daytime or overnight travel may be required.

**Classification:** Full-Time Exempt

**Compensation:** Salary range for Planner I: \$50,000-\$56,000; Salary range for Planner II: \$54,500-\$62,500.

**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 available at:** [www.tjpd.org/apply](http://www.tjpd.org/apply). Please submit online, email completed materials to [info@tjpd.org](mailto: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 - Thursday.

*An Equal Opportunity Employer*

**Thomas Jefferson Planning District Commission**  
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