

Open Position: Department Head: Planning, Environment, Housing & Economic Development

Agency: Crater Planning District Commission

Post date: April 27, open until filled

Status: Full-time, exempt

Salary range: \$75,000-\$110,000

Location: Petersburg, VA

Experience required: 2+ years

Education: Baccalaureate degree required, Master's degree preferred

The Crater Planning District Commission consists of 28 representatives of 7 counties and 4 cities in south-central Virginia. The Crater Planning District features small towns, historic main streets, quiet neighborhoods, modern community facilities, accessible waterfronts, serene landscapes, abundant history, regional industrial growth, and access to urban amenities within the overlapping Richmond metropolitan area.

The Commission's staff is a small group of diverse professionals helping these 11 localities and their constituents with programs and projects for which interjurisdictional cooperation adds value. We are responsible for regional transportation and economic-development planning and participate in interregional environmental planning. We provide services directly to businesses through our procurement assistance center and revolving loan fund, and we also house the Petersburg Area Regional Tourism agency, that markets destinations in the planning district.

The Crater Planning District is burgeoning with opportunity emerging from a budding pharmaceutical cluster and new resources arising from our state and national capitols. The region is also challenged by high unemployment and lower incomes.

Principal Duties and Responsibilities

- Oversees Crater PDC's environmental programs, including the local Chesapeake Bay Watershed Implementation Plan and Coastal Zone Management implementation and participation.
- Coordinates, develops, and submits applications for funding on behalf of the Crater PDC or local governments.
- Coordinates general committee/working group meetings and training to include agendas, meeting content, and minutes.
- Leads and personally performs specialized and technical planning tasks and coordinates, organizes, and implements plans and programs for effective utilization of environmental best management practices.
- Leads multi-disciplinary professional and non-professional staff in conducting a variety of planning activities and studies, defining parameters of projects, and evaluating and prioritizing environmental program plans.
- Collects and analyzes sociological, economic, demographic, and physical site data that affect land use and environmental issues.
- Monitors projects for compliance with funding requirements and community-wide policies and procedures.
- Prepares and submits required data, annual reports, and periodic project updates.
- Makes public presentations to the Crater PDC board, elected boards, citizen planning groups, environmental groups, Planning Commission, and other policy-making bodies.

Skills and Abilities to:

- Lead the work of other professional staff.
- Read, understand, and interpret maps including land use, topographic, population distribution, and physical and natural resources.
- Identify and evaluate environmental resources, housing, and economic development.
- Use planning instruments and computer mapping tools.
- Communicate effectively orally and in writing.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Qualifications

- Excellent organization and project management skills
- Ability to work on several projects or issues simultaneously
- Ability to maintain effective relationships with co-workers and partner organizations
- Ability to work as a member of a team but also independently, with minimum supervision
- Ability to develop creative solutions to problems
- Ability to plan and conduct meetings and training sessions
- Strong analytical, writing, and communication skills
- Knowledge of database management
- Ability to collect, analyze and interpret data
- Computer proficiency and experience with Microsoft Office and online meeting software

Work Environment

The candidate will work in a conventional office setting with limited convenience to work remotely upon occasion, at the Executive Director's discretion. This is an exempt position with a flexible, 35+ hour week schedule FLSA-exempt. Candidate will have the capacity to operate standard office equipment including telephones, photocopiers, and computers. Attendance at occasional evening meetings in support of local elected and appointed boards is also required. Reimbursable travel within the planning district and to the state capital is required. Less frequent travel across Virginia may also be required. A valid driver's license is required. The position supervises one to three people. Crater PDC is an Equal Opportunity Employer.

Compensation

- \$75,000 - \$110,000 annual salary
- Employer-paid health, dental, and vision insurance
- Employer-paid group life insurance
- Employer-paid long-term disability insurance
- Paid holidays in accordance with the calendar of the Commonwealth of Virginia
- Separate annual and sick leave that accrue in greater rates as employee tenure increases
- Optional 457 deferred compensation plan – Mission Square
- "Profit-sharing" defined contribution retirement plan in lieu of social security funded by CPDC at 15% of salary – Equitable Retirement
- Medicare deduction reimbursed by CPDC

How to Apply

Send a resume with cover letter and one to two written or graphic work samples to E. Jay Ellington, Executive Director at jayellington@craterpdc.org or to Crater PDC, PO Box 1808, Petersburg, VA 23805.