



SENIOR REGIONAL PLANNER

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| Location: | Chesapeake, VA – Hampton Roads (Southeastern Virginia) |
| Classification: | Full-time; FLSA Exempt status |
| Salary: | Starting salary range of \$75,000 to \$85,000, DOQ; Full Benefits |
| Closing Date: | Open until filled; resumes reviewed on an ongoing basis |

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.* The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serve as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdca.gov.

The Position

The Senior Regional Planner performs advanced professional work on a variety of assignments in the areas of comprehensive, strategic, environmental and economic development planning in a regional planning office. This position serves as both a team leader and a team member on inter-disciplinary planning projects.

Working under the supervision of the Principal for Planning and Economics, the Senior Regional Planner will:

- Serve as the point person for HRPDC liaison with military organizations in the Hampton Roads region
- Conduct research and prepare reports and policy recommendations on land use, physical planning, social, economic, energy and environmental issues
- Provide professional planning assistance to member communities on a variety of local and regional planning projects.
- Work on a broad range of interdisciplinary projects that include:
 - identifying and addressing shared concerns of military facilities and HRPDC member communities,
 - economic development and economic equity,
 - housing and community development, and
 - hazard mitigation, natural resources planning, and coastal zone management.
- Develop and manage complex planning studies
- Develop research methodologies, collect, and analyze complex data and prepare comprehensive technical reports.
- Present reports and other findings to staff, elected and appointed officials and serve as liaison to advisory committees.
- Represent the Commission before various local, state, and federal agencies, technical advisory committees, and citizen groups.
- Develop project budgets, supports procurement processes, verify contract expenditures, and ensure grant compliance. Review consultant proposals and reports.
- Assist in writing and submitting grant applications.
- Perform administrative duties and logistical support to advisory committees, including preparation of meeting agendas and minutes, in cooperation with the Principal for Planning and Economics.

This position requires regular travel to meetings within the Hampton Roads region and occasional travel to other locations within Virginia as well as attendance at evening meetings on an as needed basis. Qualified applicants must be eligible to work in the U.S. without employer sponsorship.

The Candidate

The ideal candidate will have:

- Proven ability to develop research methodologies; ability to collect, analyze and interpret complex technical and statistical data, and regulations.
- Prepare and present planning analyses, technical reports, plans and other materials.
- Ability to communicate complex ideas effectively, orally and in writing and the ability to facilitate consensus among representatives of diverse groups.
- Knowledge of the theories, principles, and practices of comprehensive and regional planning and of the current literature and recent developments in the field.
- Knowledge of military organizational hierarchies and experience in facilitating problem solving with host communities.
- Knowledge of applicable federal and state laws and regulations and the operation of local governments and their special problems and needs.
- Thorough knowledge of and ability to use industry standard computer hardware and software in the preparation of planning studies.
- Knowledge and experience with Geographic Information Systems (GIS).
- The ability to establish and maintain effective working relationships with staff, representatives from other agencies and the public.
- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials and other decision-makers.
- Creative problem-solving skills and ability to develop interdisciplinary solutions to regional challenges.
- Ability to work on several projects or issues simultaneously with ability to manage projects effectively and meet firm deadlines.
- Must be innovative, detail-oriented, and experienced in highly visible and potentially controversial projects.



Education & Experience

Graduation from an accredited college or university with major course work in planning or a related applicable field with a Master's Degree in planning preferred. Considerable professional experience (minimum of 3 – 5 years) in the applicable program areas with some experience in a supervisory capacity preferred. AICP certification preferred.

Physical Requirements & Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

Physical Requirements: Work is typically sedentary requiring the occasional exertion of up to 15 pounds of force, and a negligible amount of force frequently to move objects. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard. Position requires occasional travel to meetings within the Hampton Roads region, including evenings.

Working Environment: Most work is typically performed in a climate-controlled office environment.

Writing Ability: Work requires the ability to author reports, grant applications, research and technical analyses, meeting summaries, letters, and correspondence.

Reading: Requires the ability to read technical documents, federal, state, and local regulations and manuals, grants, correspondence, and other documentation.

Numerical Aptitude: Requires the ability to utilize complex mathematical and statistical formulas and understanding of budgeting practices.

Sensory Requirements: Normal visual acuity, field of vision, hearing, speaking. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Mental Requirements: Uses advanced professional level work methods and practices in the analysis, coordination, or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide and/or regional impact; requires sustained, intense concentration for accurate results.

EEO and ADA Compliance: The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation with management.

To Apply

To be considered, applicants must submit a letter of interest and resume to Kelli Arledge, Deputy Executive Director, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Deputy Executive Director
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320

About Hampton Roads

Hampton Roads is home to about 1.7 million people and is in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. With one of the largest natural harbors in the world, the region is an ideal location for tourism, trade, and the military. The region also has numerous waterways such as the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers. Facilities located along riverbanks offer a variety of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals throughout the year. History, music, drama, and art can be found in museums and theaters throughout the area. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. The City of Virginia Beach is the top vacation destination in Virginia, known for miles of beautiful public beaches. Localities on the Peninsula also offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. Rural areas across Hampton Roads offer many tranquil and picturesque settings. There are also numerous parks, campgrounds, multiuse trails, and concert venues featuring national touring acts and well-known artists throughout the region.

