

Full Job Description:

Regional Planner

Status: Full-Time/Salaried

Current Salary Range: \$32,000 to \$45,000

Reporting Responsibility: This position reports to the Director of Planning

Location: Accomac, Virginia

Review of applications will begin **May 7, 2018** and continue until filled.



WWW.A-NPDC.ORG

The Accomack-Northampton Planning District Commission (A-NPDC), a regional non-profit organization based in Accomac, Virginia, seeks a motivated person to provide project management for various state and federal planning activities and technical assistance to local jurisdictions. With the A-NPDC's fast-growing diversity of programs, this is an exciting opportunity for a creative and driven professional to gain experience and have their efforts make a positive impact on the communities of the Eastern Shore of Virginia.

About the A-NPDC:

The A-NPDC has been the Eastern Shore of Virginia's regional planning organization since 1970. Created by the Commonwealth of Virginia, the County of Accomack and the County of Northampton and joined by the Town of Chincoteague, the A-NPDC is tasked with supporting local planning and community development efforts and providing technical assistance on behalf of the Commonwealth. The A-NPDC focuses on issues of regional importance by working with local, state, and federal governments.

The Commonwealth of Virginia is divided into 21 planning districts based on communities of interest among its counties, cities and towns. The purpose of planning districts as described in the Code of Virginia is to:

- Encourage and facilitate local government cooperation and state-local cooperation in addressing problems of greater than local significance;
- Facilitate the recognition and analysis of regional opportunities; and
- Promote the orderly and efficient development of the physical, social and economic elements of the district by assisting localities plan for the future.

The primary mission of the A-NPDC is to respond to local government requests for assistance in planning for and managing growth in the region. This includes:

- Helping local governments develop policies, plans and regulations to manage growth and development;
- Helping local governments facilitate the development of affordable housing and healthy communities;
- Helping local governments with the protection and wise use of natural resources;
- Bringing emerging issues of regional importance to the attention of local government;
- Facilitating problem solving by convening appropriate stakeholders and identifying sources of funding;
- Assisting with outreach to local citizens on issues of regional and local concern;
- Providing technical assistance on specific planning activities as requested by localities; and
- Helping to implement regional plans and administer regional programs at the request of the localities.

Every PDC in the Commonwealth is a unique expression of its region. For the Eastern Shore of Virginia, the A-NPDC has been tasked with improving housing quality, seeking, financing and building community development projects and providing structure to regional coastal protection goals such as the Eastern Shore of Virginia Ground Water Committee, the Eastern Shore of Virginia Climate Adaptation Working Group the Eastern Shore of Virginia Hazard Mitigation Committee, the Eastern Shore of Virginia Regional Navigable Waterways Committee, and the Eastern Shore of Virginia GreenWorks Committee.

Job Description:

The position of Regional Planner is classified as a technical position that focuses on transportation planning and community and economic development. This individual will be a motivated and creative thinker who plans and implements a variety of planning initiatives. This individual will collaborate with and support the activities of the Director of Planning, the Executive Director, and the Planning District Commission.

Specific Responsibilities:

The Regional Planner will be responsible for the administration of, management of, and reporting on a variety of funded projects. In addition to carrying out the activities included within the mission of the A-NPDC described above, the Regional Planner will:

- Develop and manage the implementation of the Rural Transportation Planning Work Programs carried out by the A-NPDC Transportation Technical Advisory Committee;
- Coordinate, facilitate, and participate in meetings with the public and various committees and boards regarding a broad variety of topics with a primary focus on transportation planning and secondary focus on community and economic development;
- Assist local governments and residents of the Eastern Shore in understanding and developing priorities for how to address transportation issues;
- Assist the Virginia Department of Transportation in creating and collecting data and work products related to highway planning and construction, coordinating multi-modal transportation planning efforts, developing pedestrian plans and constructing pedestrian facilities;
- Serve as a liaison between local governments and state and federal agencies;
- Secondary responsibilities may involve other activities related to local government planning assistance including comprehensive and downtown revitalization plans and ordinance documents, working waterfront preservation and enhancement, coordination of dredging projects, public access site development, natural resources management, natural hazard mitigation, coastal resilience and climate adaptation;
- Develop and implement outreach strategies and communication products including website and social media development and maintenance; and
- Research new funding opportunities, prepare grant applications, administer grants, and prepare reports.

Required Skills and Qualifications:

In addition to being passionate about the betterment of the Eastern Shore of Virginia, the Regional Planner must have outstanding communication, facilitation, and professional relationship-building skills; be detail-oriented; possess a strong personal initiative with an ability to be open-minded and creative; have exceptional organizational development skills; possess analytical and problem-solving skills; and have outstanding interpersonal skills, writing abilities and verbal communication skills. Technological competency is necessary and experience with databases, GIS programs, social media and web-interfaces are a plus.

The successful candidate will have at a minimum completed a Bachelor's degree in a related field or have at least 2 years of professional experience in a related field. Familiarity with transportation and community planning is favored. Knowledge of federal, state, and private grant programs and professional experience with grant writing and administration is desirable. Professional experience with managing and coordinating multi-organizational networks is preferred.

To Apply:

Submit cover letter with statement of interest and CV/resume, to Curt Smith, Director of Planning, at csmith@a-npdc.org with Regional Planner Application in the subject line or mail a hard copy to the A-NPDC at 23372 Front St., Accomac, VA 23301. The A-NPDC is an Equal Opportunity Employer.