

## **West Piedmont Planning District Commission (WPPDC)**

### **Position Description: Associate Director/Program Administrator**

#### **Background**

Located in Martinsville, Virginia, the West Piedmont Planning District Commission is a regional planning/development agency serving the counties of Henry, Franklin, Patrick, Pittsylvania; the cities of Danville and Martinsville; and the Town of Rocky Mount. The geographically large region encompassing 2,587 square miles is largely rural with urbanized population centers in the cities of Danville and Martinsville. The total population of the region is approximately 250,000.

#### **Position Summary**

The position of Associate Director/Program Administrator is a full-time professional position with the West Piedmont Planning District Commission (WPPDC) working under the supervision of the Executive Director. The desired candidate will serve as a key member of the Commission's senior management team along with the Executive Director and the Deputy Director. It is essential the desired candidate possess leadership ability necessary to advance on the WPPDC senior leadership team.

#### **Duties and Responsibilities**

- Provide leadership and support in all of the Commission's programs and planning initiatives including, but not limited to, regional strategic planning, community/economic development, environmental planning, rural/urban transportation, hazard mitigation, local comprehensive plan development, land use planning and other technical assistance provided to the Commission's local government members.
- Oversee and/or perform duties including grant writing, grant management, reporting, and administration related to state and federal grants received by WPPDC.
- Serve as a liaison between the WPPDC, regional stakeholders/partners, and grant funders.
- Engage in planning efforts and other activities with diverse stakeholder groups to promote regional cooperation and collaboration.
- Prepare reports, facilitate meetings, oversee consultants, and coordinate planning projects as needed and assigned.
- Coordinates with other Commission staff to ensure that all meetings, as well as public involvement activities, are well-prepared and well-documented.
- Provides technical assistance and advice to local government officials and other interested parties.

This position description is intended to provide a general overview of typical work to be performed by this position. It is not intended to be an exhaustive list of requirements, responsibilities, or specific tasks; other duties for the position are to be expected and typically assigned dependent upon the periodic needs of the WPPDC.

#### **Required Knowledge and Skills**

- Possess the capability to understand in-depth organizational objectives, goals, and strategies in supporting projects consistent with the regional mission of the WPPDC.
- Knowledge and experience in the development, writing, and administration of state

and federal grants. Experience with grants provided by the Economic Development Administration (EDA), Appalachian Regional Commission (ARC), Virginia Department of Housing & Community Development (DHCD), Virginia Department of Transportation (VDOT) and the Virginia Department of Rail & Public Transportation (DRPT) is preferred.

- Knowledge and experience working with foundation and corporate grant writing, administration, and reporting.
- Demonstrated experience and skill in the development of local and/or regional plans and related documents.
- Ability to provide excellent verbal and written communication in a respectful and professional manner to a diverse audience.
- Effective relation building capability necessary to maintain good relationships with multiple regional partners, stakeholders, and state/federal funding agencies.
- Must possess the capacity to focus on multiple tasks with effective organization and time management and the ability to work independently, prioritize, and balance multiple projects to meeting project deadlines.
- Proficient in computer software applications necessary to prepare professional grant proposals/applications and reports, including Microsoft Office and Adobe Acrobat.
- Possess a diplomatic and customer service-oriented attitude and accompanying interpersonal skills.

### **Education and Experience**

- Graduation from an accredited college or university with a bachelor's degree in Public Administration, Planning, or a related field. A master's degree is preferred, but not required.
- A minimum of three years previous experience with progressive responsibility in a regional planning/development organization or similar governmental agency is desired.
- The desired candidate will have demonstrated leadership skills and a career ambition to assume greater responsibility and advance on the WPPDC senior leadership team.
- Periodic overnight travel to meetings and conferences is required and the successful candidate must possess a valid driver's license with an excellent driving history.

### **Salary and Benefits**

Salary is dependent upon experience and qualifications. The WPPDC provides employee benefits including fully paid Anthem health insurance for the employee. Other benefits include annual leave, sick leave, paid holidays (state schedule), life/disability insurance, and an 457(b) retirement plan.

### **Application**

A letter of application, resume, a minimum of three professional references, and salary history may be submitted to David Hoback, Executive Director, West Piedmont Planning District Commission, P.O. Box 5268, Martinsville, VA 24115-5268; dhoback@wppdc.org Applications accepted until filled, with application review beginning around September 9, 2020. The WPPDC is an equal opportunity employer and does not discriminate against any applicant based on protections afforded by Title VI and other federal/state employment law.