

POSITION DESCRIPTION

WEST PIEDMONT PLANNING DISTRICT COMMISSION

“Senior Planner”

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 Senior Planner 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 management team along with the Executive Director and the Deputy Director.

The Senior Planner will provide leadership and support in all of the Commission’s 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 to the Commission’s local government members. The position will require the selected candidate to perform grant writing, management, reporting and administrative duties related to state and federal grants. The position requires engagement in planning efforts and other activities with diverse stakeholder groups to promote regional cooperation and collaboration.

The Senior Planner will participate in planning and administrative support duties in support of the WPPDC’s role as agent for the Danville Metropolitan Planning Organization (MPO).

The above 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:

- Proficiency and demonstrated experience in applying the principles of regional/local planning;
- Demonstrated experience and skill in the development of local and/or regional plans and related documents;

- Knowledge of state and federal transportation programs, planning processes and funding;
- Knowledge of and experience in research and data collection;
- Strong computer and software skills including the use of Microsoft Office programs and other relevant planning software;
- Outstanding written and oral communication abilities are required as well as the interpersonal skills necessary to communicate effectively with the public, public officials, professional colleagues and other regional stakeholders;
- Problem-solving skills necessary to address and solve complex issues;
- Ability to prioritize assignments and multi-task on several ongoing projects or tasks;
- Ability to work independently without direct supervision or in a team environment as needed;
- Ability to develop and deliver effective professional presentations;
- Ability to develop and maintain successful relationships with local governments, civic groups, the private sector, state and federal agencies, the general public and other regional stakeholders.
- Knowledge and experience working with state and federal grant writing, administration and reporting.
- 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.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree in Planning, Urban Studies, Public Administration, or a related field. A master's degree and AICP certification are preferred but not required.
- A minimum of five 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 quickly assume greater responsibility and a senior leadership role in the organization.
- It is essential a candidate have knowledge and experience in the administration of state and federal grant programs. Specific 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.

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 a 457K 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 The deadline for accepting application is February 21, 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.