



**Job Title:** Regional Planner  
**Reports to:** Executive Director  
**FLSA Status:** Exempt, Salary

The Rappahannock-Rapidan Regional Commission, based in Culpeper, Virginia, seeks a motivated, detail oriented individual to join the organization as a Regional Planner. The successful applicant will be able to work independently on planning projects, while also collaborating with a committed staff and local/state government partners in diverse areas including transportation, bicycle & pedestrian planning, GIS, natural resources, hazard mitigation, and comprehensive planning.

See following pages for full position description.

#### **To Apply**

Interested candidates are encouraged to send cover letter, resume, and minimum two (2) professional references to [hr@rrregion.org](mailto:hr@rrregion.org) or via mail to:

Rappahannock-Rapidan Regional Commission  
Attn: Executive Director  
420 Southridge Parkway, Suite 106  
Culpeper, VA 22701

Application review will begin January 17, 2020. **Position is open until filled; EOE**

#### **Benefits**

Competitive benefits package, including Virginia Retirement System and ICMA retirement plans, Health/Dental insurance, Annual/Sick Leave, Group Term Life Insurance, and Commonwealth of Virginia paid holiday

#### About the Rappahannock-Rapidan Regional Commission

The Rappahannock-Rapidan Regional Commission serves the counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock, and the towns of Culpeper, Gordonsville, Madison, Orange, Remington, The Plains, Washington, and Warrenton. The 21-member RRRC board includes elected and appointed officials appointed by each member jurisdiction.

The Rappahannock-Rapidan Regional Commission facilitates a collaborative approach to regional cooperation and serves as a convening forum for the interaction of appointed and elected local government officials, regional stakeholders and citizen members. The Regional Commission coordinates a broad range of regional planning activities – including multi-modal and human services transportation, environmental planning, homelessness and affordable housing coordination, regional tourism, agricultural, and economic development activities. The Rappahannock-Rapidan Regional Commission is located in Culpeper, VA, and can be found online at <http://www.rrregion.org/>.



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### **Summary**

The Regional Planner is an entry-level planning position that has primary responsibility for regional planning efforts related to rural transportation planning, emergency management and hazard mitigation coordination, comprehensive planning and community development, GIS management, and local planning assistance to the Regional Commission's 13 member jurisdictions. The position also allows for the selected candidate to gain experience in other areas of mutual interest, including economic development, housing and homelessness coordination, and environmental and natural resources planning.

The selected candidate will possess a combination of education, experience, and willingness to contribute time and expertise to an organization committed to regional collaboration, professionalism, and creative approaches and solutions to issues common to our 5 member counties and 8 member towns.

**Essential Responsibilities** include the following, together with other projects and duties as assigned.

- Perform research, data collection and analysis, in support of planning initiatives involving rural transportation planning, emergency preparedness/hazard mitigation, community development, economic development, and comprehensive planning
- Assist the Executive Director and other Commission staff in coordinating and managing regional and local projects
- Participate on agency and applicable outside committees
- Manage and produce maps and graphics utilizing GIS data and respond to GIS and demographic data requests
- Research and write timely and effective grant proposals
- Prepare reports, facilitate meetings, oversee consultants, and coordinate planning projects as needed and assigned
- Identify and capitalize on opportunities to further partnerships between the Commission, applicable state and federal agencies, and member jurisdictions
- Assist member jurisdictions and local staff with evaluation and enhancement of local codes and ordinances, and comprehensive plan review
- Regularly apprise manager and fellow staff of findings, ongoing and proposed activities
- Preparation of visual displays to support effective public outreach and communications

**Education and Experience**

- Bachelor's degree in Planning, Geography, Public Administration or other related field from an accredited secondary institution
- 1-2 years previous experience in local/regional/state government or private-sector planning preferred
- Master's degree and/or American Institute of Certified Planners (AICP) certification preferred

**Knowledge, Skills and Abilities**

- Experience with local, regional, and state government planning principles, especially related to comprehensive planning, community and economic development, transportation, zoning and/or emergency preparedness
- Ability to collect, analyze, present, and share demographic and statistical data for multiple audiences in support of local and regional planning projects
- Experience and interest in grant writing and research
- Capacity to focus on multiple tasks with effective time management and prioritization
- Ability to work independently, and as a contributing member of the regional planning team, under deadlines, and within established budget constraints
- Ability to effectively communicate verbally and in writing, in a respectful and professional manner
- Proficient in Microsoft Office software suite
- Experience with other software, specifically ESRI GIS products, Adobe, Sketch Up or relevant programs

**Physical Conditions and Nature of Work Contacts**

Work is typically performed at the Commission offices located in the Town of Culpeper. However, position responsibilities also require periodic travel throughout the region, and occasional out of area trips. The position requires moderate physical effort including, but not limited to, computer operation, sitting, speaking, listening, operating a motor vehicle, and lifting up to 25 pounds. The worker is not subject to adverse environmental conditions.

Must possess valid drivers' license and own means of transportation to meetings, training programs and other travel within, and occasionally outside of, the region. Mileage accrued is reimbursed at the prevailing rate set by the Internal Revenue Service.