



## **Rappahannock-Rapidan Regional Commission**

**Job Title:** Regional Planner  
**Reports to:** Executive Director  
**Beginning Salary Range:** \$36,000 - \$42,000  
**FLSA Status:** Non-Exempt, Salary

### **To Apply**

Send cover letter, resume, and 3 professional references to Rappahannock-Rapidan Regional Commission, 420 Southridge Parkway, Suite 106, Culpeper, VA 22701, or via email to [hr@rrregion.org](mailto:hr@rrregion.org).

Application review will begin March 31, 2017. **Position is open until filled; EOE**

### **Summary**

The Rappahannock-Rapidan Regional Commission is seeking applicants for a full-time Regional Planner to support a number of ongoing and future regional projects. This position has primary responsibility for regional planning efforts related to rural transportation planning, emergency management and hazard mitigation coordination, comprehensive planning and community development, 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 Regional Commission staff in coordinating and managing regional projects
- Participate on agency and applicable outside committees
- 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
- Master's degree and/or American Institute of Certified Planners (AICP) certification desirable

**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
- 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, and experience with other software, including statistical packages, Adobe products, and ESRI ArcGIS

**Physical Conditions and Nature of Work Contacts**

Work is typically performed at the Commission office located in the Town of Culpeper. However, position responsibilities also require periodic travel to the region's five counties and eight towns, and occasional out of area trips. Requires moderate physical effort including, but not limited to, computer operation, sitting, speaking, writing, listening, operating a motor vehicle, and lifting up to 25 pounds.

**Benefits**

Competitive benefits package, including Virginia Retirement System participation, Health/Dental insurance, Annual/Sick Leave

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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.rregion.org/>.