

New River Valley Regional Commission – Regional Planner I-II

Are you interested in a role that will help communities thrive in Appalachia? The New River Valley Regional Commission is actively seeking a team-oriented and highly motivated individual for its next Regional Planner. The Commission is a planning agency located in beautiful Southwest Virginia, that serves 14 local governments and three institutions of higher education.

The successful candidate will support multiple projects and programs that adjust each year to align with local partner needs. The upcoming FY27 Work Program includes opportunities to contribute towards: transportation planning, local comprehensive plans and ordinances, and grant administration for community development and public infrastructure-related projects. This position will specialize in collaboration, enjoy working directly with community partners, and have a knack for collecting and analyzing technical information. Candidates who excel in this role have a technical mindset, enjoy community engagement and providing support multiple projects in a fast-paced environment. This position will function in a highly collaborative environment, offering opportunities for leadership and supporting roles across the Commission's annual work program.

The position is preferred full-time and in-person; however, the Commission may choose to offer one or more part-time positions, depending on qualifications and level of interest. Minimum requirements include a BA/BS degree or equivalent professional experience. Continued professional growth is strongly supported. Experience with Adobe and Microsoft products is a must. Starting full-time salary range \$47,500 to \$62,500, DOQ. The full-time position offers four days in-office and one day remote work. Excellent benefits package includes paid employer health options and participation in the Virginia Retirement System. Starting part-time salary range is \$25-\$35 per hour. The Regional Commission actively seeks to employ a diverse team to serve the region and is committed to engaging all communities in the New River Valley.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter, resume and a sample of work in pdf and/or interactive format. Materials should be emailed to Elijah Sharp, Deputy Executive Director, at esharp@nrvc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. Applications will be accepted until the position is filled. Full position advertisement and application for employment can be found at <https://nrvc.org/news/careers>.



JOB DESCRIPTION: Regional Planner I-II

General Statement of Duties

The Regional Planner I-II position is characterized by knowledge of the planning field and involves professional-level duties and judgement. The position is expected to possess knowledge within one or more planning specialties such as community development, transportation, resiliency, etc. In addition, be skilled at communicating local ideas developed through a successful engagement process. The Regional Planner I-II will both lead and support projects in a fast-paced team environment.

Workload Composition Goals for This Position

50% Transportation & Public Infrastructure Planning (technical assistance, site visits, research, etc.)

20% Community Engagement and Facilitation (stakeholder meetings, documenting input, writing, etc.)

20% Administrative (financial tracking and oversight, reporting, grant admin, etc.)

10% Continued Personal and Professional Development

Essential Functions

- Assists with updates and maintenance of local comprehensive plans and transportation studies;
- Conducts extensive research in specific or general project areas;
- Assists with writing and presenting formal and technical reports, working papers, and correspondence;
- Develops long-range plans and strategies that are consistent with community goals;
- Evaluates community problems, issues, and opportunities;
- Coordinates with regional partners on a regular basis to deliver results for annual projects;
- Assists in writing and updating comprehensive plans, ordinances, and regulations;
- Facilitates technical committee and working group meetings;
- Writes and administers grants;
- Occasionally attends after-hours meetings and events;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in planning, engineering, local government, or community economic development.

Knowledge of planning principles, methodology, and practices. In-depth knowledge of one or more planning specialization. Creative problem-solving skills to gather relevant information and analyze data. Effective written and verbal communication skills. Ability to work independently or in a team environment as needed.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of walking and standing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree. A willingness to continue growing and adapting personal and professional skill sets is a must.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is encouraged.