

Regional Planner I

The Roanoke Valley-Alleghany Regional Commission is the regional planning agency serving 11 jurisdictions in western Virginia. The Regional Commission is a leader in driving collaboration and strategy within our communities on issues that are critical to the economic growth and quality of life of this region.

Roanoke is a growing metropolitan region with abundant recreational and cultural resources. Residents enjoy the benefits of an urban area, exciting night life and numerous outdoor amenities. The Regional Commission's offices are located in downtown Roanoke.

General Definition

The Regional Planner I will work with designated project leaders on environmental and community development projects.

Typical Work Tasks

Duties include, but are not limited to, the following:

- Provides support in water quality and stormwater activities both within and outside of the Chesapeake Bay watershed;
- Serves as staff liaison for environmental planning activities such as the Upper James Resource Conservation and Development Council;
- Supports other community development projects and initiatives as assigned;
- Generates maps and analyzes spatial data using GIS software;
- Conducts surveys, researches, collects and analyzes data as necessary to prepare assigned reports;
- Provides technical assistance and advice to local government officials and other interested parties;
- Initiates and coordinates water quality projects within the Chesapeake Bay Watershed;
- Applies for grant funding to support regional projects and activities;
- Engages in outreach to regional partners in order to support water quality programs;
- Consults with staff of local, state, and federal governments and regulatory authorities concerning regional plans and projects;
- Coordinates with other Commission staff to ensure that all meetings, as well as public involvement activities, are well-prepared and well-documented;
- Represents the Regional Commission at meetings in a professional manner;
- Performs other duties as assigned.

Knowledge, Skills and Abilities

The ideal candidate will be able to:

- Independently complete planning tasks;
- Establish and maintain effective and cordial working relationships;
- Effectively communicate verbally before public groups;
- Submit grants and organize events to support regional environmental activities;
- Prepare clear, concise, and well-organized technical reports;
- Plan, organize, and complete projects in a timely manner;

- Work with minimal supervision and execute multiple tasks simultaneously;
- Work flexible hours, including evenings or weekends, as needed;
- Utilize personal computers and common software application packages such as Microsoft Office and ESRI ArcGIS; and
- Show a willingness to learn more specific planning or analysis tools and software.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force regularly to move objects; work requires walking and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; the worker is not subject to adverse environmental conditions.

Education and Experience

At a minimum, graduation from an accredited college or university with a bachelor's degree in environmental planning, geography, or a closely related field with 1-3 years of experience working in the aforementioned fields; or a master's degree in one of the aforementioned fields.

STARTING SALARY RANGE: \$37,500-\$42,000 depending on qualifications

Excellent benefits package.

Cover letter and resume should be submitted to Sherry Dean, Director of Finance, at sdean@rvarc.org.