



ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION

Position Description

TRANSPORTATION PLANNER (II-III per experience)

The Roanoke Valley-Alleghany Regional Commission (RVARC) is the regional planning agency serving 11 jurisdictions in western Virginia. The Regional Commission staff also support the functions of the Roanoke Valley Transportation Planning Organization (RVTPO), a seven-jurisdiction transportation management area encompassing the urbanized area of the Roanoke Valley. 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.

The Valley is a growing metropolitan region offering a lower cost of living, abundant recreational and cultural resources. The region is served by Interstate 81, the Roanoke-Blacksburg Regional Airport, and Amtrak Northeast Regional service. Residents enjoy the many benefits of an urban area in a smaller setting. The Regional Commission's offices are located in downtown Roanoke.

General Definition

The Transportation Planner is responsible for performing transportation-related professional and technical work independently and in teams. Such work may include preparing and developing regional plans and technical reports, analyzing and interpreting transportation information, presenting information to stakeholders, creating maps, conducting field work, maintaining databases, and representing the Commission to local or state organizations. Additionally, maintaining current knowledge on federal and state transportation legislation, the latest technical transportation analysis methods, and software skills such as those related to virtual platforms, Microsoft Office and Geographic Information Systems (GIS).

Typical Work Tasks

Duties include (but are not limited to) leading or supporting the following efforts:

- Development of the Long-Range Transportation Plan, Transportation Improvement Program, Congestion Management Process, corridor studies and other regional transportation plans and programs;
- Environmental Justice, Title VI and Public Involvement related planning activities;
- Studies of complex regional transportation-related problems;
- Generating maps and analyzing spatial data using GIS software;
- Researching and collecting data as necessary to prepare assigned reports;
- Conducting surveys, data collection and analysis;
- Providing technical assistance and advice to local agency officials, member organizations, and other interested parties;
- Preparing the annual Unified Planning Work Program (UPWP) and Rural Transportation Planning Work Program;
- Serving as the staff liaison for various transportation-related activities;
- Consulting with staff of local, state, and federal governments and regulatory authorities concerning transportation plans and projects;

- Coordinating with other Commission staff to ensure that all meetings, as well as public involvement activities, are well-prepared and well-documented;
- Representing the Regional Commission and Transportation Planning Organization at meetings in a professional manner;
- Performing other duties as assigned.

Knowledge, Skills and Abilities

The ideal candidate will enjoy learning about transportation, desire to improve transportation for people in the future, possess knowledge of multimodal transportation planning practices, and want to further develop a career in transportation planning.

The ideal candidate will be able to:

- Independently complete transportation planning tasks,
- Establish and maintain effective and cordial working relationships,
- Effectively communicate verbally before public groups,
- Prepare credible and understandable written materials,
- Plan, organize, and complete projects in a timely manner,
- Work with minimal supervision and execute multiple tasks simultaneously,
- Work flexible hours, including the occasional evening, weekend or out-of-town event, as needed,
- Utilize personal computers and common software application packages such as Microsoft Office and ESRI ArcGIS, and
- A willingness to learn more specific planning or analysis tools and software.

Preferred Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree preferably in transportation planning, transportation policy/administration, transportation or civil engineering (or a closely related field) with at least 3 years of experience working in the transportation field, or a Master's Degree and at least 1 year of professional work experience, OR a high school diploma or GED with a minimum of five years related professional work experience, and the interest and motivation to further a career in transportation planning. AICP preferred.

Starting Salary Range

\$45,000-\$50,000 depending on qualifications with an excellent benefits package including flexible schedule and telework options, employee health & dental, retirement, and many others.

Applying Details

Position open until filled. Initial screening will begin on **December 29, 2021**.

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

Selected candidates may be asked later to complete a formal job application.

Equal Opportunity Employer

RVARC is proud to be an equal opportunity employer and invites all interested candidates to apply.