



## DEPUTY EXECUTIVE DIRECTOR

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Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time; FLSA Exempt status
Salary:	Salary Commensurate with Education & Experience; Full Benefits
Closing Date:	Open until filled

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### About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit [www.hrpdcva.gov](http://www.hrpdcva.gov).

### The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Deputy Executive Director. The successful candidate will guide and supervise the activities of staff in a regional planning office engaged in the areas of regional planning, water resources, public information, economics, emergency management, housing and solid waste. The position requires significant public sector experience with strong consensus building, personnel and budget management skills. Qualified applicants must be a U.S. citizen or permanent resident.

### The Candidate

The ideal candidate will have:

- Ability to lead a team of planning, economics, emergency management, water resources, housing, finance and human resource professionals.
- Comprehensive knowledge of theories, principles, practices and techniques of comprehensive planning and analysis.
- Ability to integrate diverse program areas and planning projects with programs in other functional areas within the organization and within the goals, objectives and mission of the HRPDC.
- Thorough knowledge of the operation of local governments, their processes and unique challenges and needs related to the assigned areas of responsibility.
- Ability to review, analyze and present technical reports, legislation, regulations and policies to the HRPDC Board and other stakeholders. Must be able to prepare technical reports and communicate complex ideas effectively orally and in writing.
- Experience in directing and developing a Regional Strategic Plan.
- Ability to procure grants and administer the technical and financial aspects of regional grant programs and activities for the HRPDC.
- Significant public sector experience with strong consensus building, personnel and budget management skills.
- Ability to provide policy and technical support, in concert with the Executive Director, to the HRPDC and the region's Chief Administrative Officers in considering major regional infrastructure programs such as solid waste, water and wastewater management, including consultant management.

## Education & Experience

- Any combination of education and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in urban planning or public administration supplemented by a Master's degree in urban planning, public administration or related field.
- Considerable professional experience with significant supervisory experience in the public sector is preferred.
- AICP certification desirable.



## To Apply

To be considered, applicants must submit a letter of interest and resume to Kelli Arledge, Human Resources Administrator, at [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov), or mail documents to:

Kelli E. Arledge  
Human Resources Administrator  
HRPDC  
723 Woodlake Drive,  
Chesapeake, VA 23320

## About Hampton Roads

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to locals and visitors alike. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. The Mariner's Museum in Newport News is one of the most famous and complete maritime museums in the world. Also located in Newport News is the Virginia War Museum, featuring the largest collection of war relics and historical records in the United States. Nauticus, the National Maritime Center, is located on the downtown Norfolk waterfront and is home to the Battleship Wisconsin. Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis. Washington, D.C. is 200 miles to the north, and Richmond, the state capital, is located 100 miles to the west.

## Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Spending Accounts
- Professional Development Opportunities