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Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; Exempt FLSA status
Salary:	Starting salary range of \$47,000-\$57,000 annually, DOE/DOQ; Full Benefits
Closing:	Position is open until filled; resumes reviewed on an ongoing basis; first review begins November 1, 2016

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## About the HRTPO

Federal regulations require that urbanized areas throughout the United States have a Metropolitan Planning Organization (MPO) to conduct a continuing, cooperative and comprehensive transportation planning process. Urbanized areas are defined as areas with a population of 200,000 or greater, known as Transportation Management Areas (TMA). The Hampton Roads Transportation Planning Organization (HRTPO) serves as the Metropolitan Planning Organization (MPO) for the Hampton Roads region of Virginia and serves over 1.7 million people. The HRTPO is responsible for transportation planning and programming in the Hampton Roads region and serves as a resource of technical expertise to its member local governments. The HRTPO is an equal opportunity employer. For more information on the HRTPO, visit [www.hrtpo.org](http://www.hrtpo.org).

## The Position

The Hampton Roads Transportation Planning Organization (HRTPO) is seeking a candidate for a Community & Public Involvement Planner. The Community & Public Involvement Planner will assist in the implementation of public outreach activities to engage the general public and key business stakeholders to enhance and improve the work of the HRTPO. Primary responsibilities include assisting in the implementation of public involvement strategies and activities included in the [HRTPO Public Participation Plan](#) and the [HRTPO Title VI and LEP Plan](#). The successful candidate will assist in the facilitation of community engagement activities for the HRTPO, including efforts to gain feedback from and engage traditionally underrepresented populations, implementation of specific outreach processes tailored to maximize the involvement of unique Hampton Roads populations, and provide staff support to the [HRTPO Citizen Transportation Advisory Committee](#). Requires attendance at evening and weekend public meetings within the Hampton Roads region. Regular attendance is an essential requirement of this position.

## The Candidate

The ideal candidate will have:

- Knowledge of the theories, principles, and techniques of transportation planning
- Demonstrated experience in Title VI, Environmental Justice, Limited English Proficiency & Public Outreach
- The ability to interpret and clearly communicate technical analyses via written reports and presentations; excellent writing skills
- Highly developed verbal, listening, communication and interpersonal skills with ability to think critically
- Demonstrated knowledge of and experience in ESRI ARC/GIS
- The ability to work well with stakeholders, planning professionals and agency staff to develop positive, successful working relationships
- The ability to work effectively as part of a team and thrive in a fast-paced environment
- The ability to follow a supervisor's instructions & work both independently and collaboratively on multiple projects
- The ability to appropriately manage time to meet deadlines; strong attention to detail, follow-through and organization.
- Knowledge of electronic communications capabilities and effective use of social media
- Experience in urban or transportation planning, civic engagement or communications with a public agency
- Qualified applicants must be a U.S. citizen or a permanent resident.

## Education & Experience

- Bachelor's or Master's degree in a Planning or Communications discipline such as Sociology, Public Administration, Communications Studies, with a minimum of five (5) years of progressive experience in Public Outreach & Public Involvement
- Extra consideration to candidates with demonstrated knowledge of ARC/GIS.
- Or, any combination of education and experience that would provide the applicant with the desired skills, knowledge & ability to perform the job.



## To Apply

- To be considered, applicants must submit a cover letter, resume and writing sample.
- Completed materials can be emailed to [karledge@hrpdcva.gov](mailto:karledge@hrpdcva.gov), faxed to 757-523-4881 or mailed to:

Kelli E. Arledge  
Human Resources Administrator  
HRPDC/HRTPO  
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. 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. There are hundreds of parks and campgrounds throughout the area.

## Benefits

The HRTPO 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 Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities