



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

[RVARC.ORG](http://RVARC.ORG)

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | [rvarc@rvarc.org](mailto:rvarc@rvarc.org)

## The Regional Commission is now hiring a Director of Transportation Planning

### Position Description

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The Director of Transportation Planning is responsible for the management, coordination, administration, financial management, and internal leadership of the Regional Commission's transportation program, including the Roanoke Valley Transportation Planning Organization (RVTPO), and Rural Transportation Planning Programs, along with other studies, technical support, special projects, and grants. The Director of Transportation assures sound fiscal management of planning and project dollars in partnership with the Director of Finance and assures compliance with all required state and Federal transportation planning, management, and funding processes.

### Salary Range

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The salary range for this position is \$75,000 to \$86,168 based on education and experience.

### Why Work for the Regional Commission?

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- [For a wealth of information about why our region is a great place to live, visit Get2KnowNoke.](#)
- Want to know what's happening in the region, from concerts to bike rides to winery tours and beer festivals? [Visit Virginia's Blue Ridge has everything you need.](#)

The Roanoke Valley-Alleghany Regional Commission serves one of the best areas for outdoor amenities and natural beauty in Virginia, if not the country. The most photographed spot on the Appalachian Trail, McAfee Knob, lies within our borders. Carvins Cove, the second-largest municipal park in the nation, contains over 60 miles of biking, hiking, and horseback riding trails within its 12,000 acres, and is part of one of our largest member governments, the City of Roanoke. Smith Mountain Lake, with over 500 miles of shoreline and boasting some of the fastest economic growth in the state, is part of our region. The Roanoke Valley greenway network contains over 400 miles of paved and unpaved trails within the urban footprint of the City of Roanoke, Roanoke County, Salem, and Vinton, including almost 26 uninterrupted

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paved miles along the Roanoke River. The James River in Botetourt and Alleghany Counties provides access to boating, tubing, camping, and more. Almost half of our member government Craig County is part of the Jefferson National Forest. We have the Blue Ridge Parkway, and a mountain in the middle of our urban center with the largest free-standing man-made illuminated star in the world, the Mill Mountain Star, on top.

The City of Roanoke is a League of American Bicyclists recognized Bicycle Friendly Community, and the Regional Commission was recently designated a Gold-level Bicycle Friendly Business.

If you want to hike, ride, boat, camp, climb, or stargaze, working for the Regional Commission puts you in a place where you can access any of this in a short drive, and sometimes even right from your front porch.

Have a specific interest and want to know if there's something here that meets it? Contact Get2KnowNoke at [info@get2knownoke.com](mailto:info@get2knownoke.com) or us at [rvarc@rvarc.org](mailto:rvarc@rvarc.org) and we'll help you out.

## Benefits

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In addition to market-competitive salary, the Regional Commission offers several additional quality-of-life benefits:

- Flexible schedule, including up to two designated telework days a week, and flexible telework options to meet day-to-day family, professional development, and other needs.
- Professional development and certification opportunities. The Commission covers the cost of achieving and maintaining appropriate certifications such as AICP and GISP. Attendance at one major industry conference a year is encouraged, and regular web-based or in-person training and skills-building opportunities are available.
- As a public agency, employment at the Regional Commission may qualify you for student loan forgiveness through the Public Service Loan Forgiveness program.
- For active transportation aficionados, as a Bicycle Friendly Business the Regional Commission provides on-site indoor bicycle parking and an e-bike is available for all staff.
- Competitive health insurance through Anthem Blue Cross Blue Shield.
- Matching contributions to a 459 retirement plan that increases with your time at the Commission.

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## Typical Work Tasks

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- The Director of Transportation leads and manages staff planners engaged in transportation-related work to ensure that the transportation planning products included in the RVTPO's Unified Planning Work Program (UPWP) and the Rural Transportation Planning Work Program (RTWP) are developed in an innovative, timely and high-quality manner ensuring adherence to budget and federal guidelines including the Constrained Long-Range Transportation Plan (CLRTP), the Congestion Management Process (CMP) Plan, the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), and the Rural Transportation Planning Work Program (RTWP).
- Monitors transportation-related policy at the federal state level, communicates policy implications to staff and RVTPO membership, and assists in developing policy positions and feedback;
- Oversees the development and implementation of the RVTPO's federally required products including the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and the Congestion Management Process (CMP) as well as the administration of the RVTPO's federal funding programs;
- Prepares necessary reports for state and federal grants and ensures their timely submittal to state and federal agencies, for their review and approval.
- Writes reports, prepares presentations, and makes recommendations to the RVTPO Policy Board and Technical Committee regarding metropolitan transportation plans, programs, and policies. Serves as lead staff member to the Transportation Technical Committee (TTC);
- Works with other staff members of closely aligned programs such as the Roanoke Valley Alleghany Regional Commission's Transportation Demand Management (TDM) program, RIDE Solutions, Community Development, and other RVARC programs to develop synergies and mutually supportive interchange between the various programs;
- Encourages, coaches, and develops transportation planning staff to continually develop their skills, effectiveness, and assumption of higher levels of responsibility;
- Consults with staff and officials of local, state, and federal government and regulatory authorities concerning policies, plans, programs and projects;
- Performs needed technical work on plans, programs, studies, and analysis in coordination with the work being performed by staff planners;
- Attends various meetings and conferences on behalf of and as requested by the Executive Director;
- Assures the success of regional planning work through coordination and consensus building among regional stakeholders, including local government planning staff, administration, VDOT, local elected officials, and others.

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- Represents the Roanoke Valley-Alleghany Regional Commission at various meetings in a professional manner in presentations, meetings, and interactions with the public and elected and appointed officials.
- Performs other duties as assigned.

## Knowledge, Skills, and Abilities

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*The candidate must have:*

- Must have a varied and adaptable background suitable to constantly shifting between leadership, managerial, technical, and planning roles when the situation demands. Ability to initiate, motivate, communicate, and present ideas related to transportation planning, funding, multimodal transportation needs, and budget.
- Ability to lead the planning, organization, and completion of multiple projects in a timely manner.
- Strong computer skills (including Microsoft Office, Internet applications, and GIS);
- Strong written and oral communication skills.
- Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, subordinates, representatives from other agencies, and the general public.

*The ideal candidate will also have:*

- Comprehensive knowledge of theories, principles, practices, and techniques of both management and transportation planning as well as state and federal legislation and rules governing the MPO process, federal transportation programs, state transportation programs, and funding allocation process.
- Understanding of Virginia transportation funding policy, specifically the SMART SCALE program and the role of the Commonwealth Transportation Board.

## Preferred Education and Experience

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Graduation from an accredited college or university with a combination of undergraduate and Master's level Degree(s) in urban, regional, or transportation planning; transportation or civil engineering; or a closely related field and a minimum combination of 10 years of planning or managerial experience; OR Graduation from an accredited college or university with a Bachelor's Degree in any of the aforementioned fields with a minimum of 15 years experience in planning and or public/business administration. Experience in transportation planning with

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an MPO, COG, local government, state, or federal agency involved in metropolitan transportation planning. AICP certification is preferred.

## Continuing Education

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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 for advancement to subsequent positions of responsibility.

## Physical Effort, Dexterity, Visual Acuity, Hearing, and Speaking

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The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not more than 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.

## Equal Opportunity Employer

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RVARC is proud to be an equal employment opportunity employer and to provide a work environment that is free of discrimination and harassment. Employment decisions at RVARC are based on agency needs, job requirements, and individual qualifications, without regard to any status protected by law. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. RVARC may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.