

CRATER PLANNING DISTRICT COMMISSION

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Dennis K. Morris, Executive Director

The Crater Planning District Commission (CPDC), a regional planning organization located in Petersburg, VA and serving eleven governments in South Central Virginia, has the following opportunity:

Director of Planning. The CPDC is seeking a qualified, self-motivated applicant with experience at the local or regional level in planning, transportation, and environmental matters, as well as GIS, for a full-time planning position. The CPDC administers several programs including the [Virginia Coastal Zone Management Program](#), the [Rural Transportation Planning Program](#), [Natural Hazard Mitigation Planning](#), [Petersburg Area Regional Tourism \(PART\)](#), and the [Tri-Cities Metropolitan Planning Organization \(MPO\)](#).

Responsibilities will be varied and include developing studies and regional plans, preparing reports, and disseminating information. Assisting member jurisdictions with planning matters will be a primary responsibility. The CPDC has four (4) cities, seven (7) counties, and eight (8) incorporated towns within its jurisdiction. Several of these localities receive comprehensive planning assistance from the CPDC.

Applicants must possess the ability to manage planning projects and consultants independently, to develop and administer program budgets, and to work well with the general public and local, state, and federal staff. Work will be coordinated with several agencies including [VDOT](#), [VADEQ](#), and [VADCR](#). The position requires strong oral and written communication skills, and proficiency with Microsoft Office.

Candidates with Geographic Information System (GIS) skills will be given priority. Please provide samples of your GIS work. Desired GIS skills include:

- Creating and editing GIS data layers
- Obtaining and organizing Census data for analysis and mapping
- Joining table data to GIS layers
- Geocoding addresses and other locational information
- Producing effective and informative maps and cartographic items
- Working knowledge of ArcGIS Online

A master's degree in planning or a related field and at least five (5) years of local or regional planning experience is preferred. Salary commensurate with experience. Excellent fringe benefits package.

To apply, send a resume with three professional references to Dennis K. Morris, Executive Director, Crater Planning District Commission, 1964 Wakefield Street, P.O. Box 1808, Petersburg, VA 23805 or dmorris@craterpdc.org. Position open until filled. More information is available at www.craterpdc.org. The CPDC is an Equal Opportunity Employer.