

## Associate Director, Livable Communities

RESEARCH ANALYST VI (RA VI)

JOB RECRUITMENT #21-06

<b>SALARY RANGE</b>	\$98,852 to \$127,025 (Salary Commensurate with Education & Experience)
<b>LOCATION</b>	Community Planning
<b>CLOSING DATE</b>	When position is filled
<b>AREAS OF CONSIDERATIONS</b>	All sources

The Delaware Valley Regional Planning Commission (DVRPC) is the Philadelphia region's Metropolitan Planning Organization. We believe DVRPC is a place to work, learn, and create a career in a professional and stimulating environment that values diversity, innovation, and bringing your best self to work. If your background and experience match the following vacancy, we would like to hear from you.

### Job Description

This is an advanced professional position with management, supervisory, and administrative responsibilities for multiple offices. This high-level position is charged with assisting upper management with administrative duties and commission-wide tasks, overseeing certain personnel responsibilities, and helping direct several offices. This position is also responsible for the development of comprehensive regional planning programs.

The Associate Director (AD) for Livable Communities position is responsible for the oversight of research and analytical work in a wide variety of planning and technical activities related to such topics as land use, housing, economic development, community development, transit-oriented development, historic preservation, urban design, demographics, trail planning, healthy communities, resiliency, open space preservation, and environmental planning. Responsibilities include work program development, project budget development, assignment of staff, evaluation of staff tasks and performance, and participation in Directors' meetings. Managing relationships with staff, executive management, and outside partners is also expected. The AD will oversee three Offices: Office of Smart Growth (OSG), Office of Community and Economic Development (OCED), and Office of Environmental Planning (OEP).

Assignments are performed in accordance with overall agency policies and professional standards. Work will be reviewed by the Director of Community Planning, through meetings, coordination activities, and evaluation of results. Coordination with other Directors and Associate Directors is also essential.

### Responsibilities

- Directs the work of the Office of Smart Growth, the Office of Community and Economic Development, and the Office of Environmental Planning.
- Oversees or manages specific studies or programs, including preparing scoping, methodology, data collection, and project committees.
- Prepares budgets, works with Office managers and program managers to define projects and studies, determines work assignments and priorities, and undertakes related administrative actions.
- Develops and communicates annual performance expectations, prepares interim reviews, and conducts year-end evaluations for supervised staff.
- Reviews staffs' tasks and evaluations at every step and recommends changes where appropriate.
- Formulates issues and explores opportunities generated from new federal or state policies and programs, and advises on appropriate Commission responses.
- Develops and maintains constructive federal, state, county, nonprofit and institutional relationships with DVRPC, and represents DVRPC at public and private meetings, conferences, and other events.
- Administers outside grants and consulting contracts dealing with planning projects, data services and collection, and special projects.
- Responds to questions from member governments, the public, and other MPOs.
- Develops methods of communication, mentoring, and encouraging professional development for direct reports and their staff.
- Performs related work as required.

### Qualifications

- Ability to organize, plan, and direct complex research projects and to supervise the work of technical and professional personnel.
- Ability to oversee three offices, review a wide variety of deliverables (studies, technical memos, program guidelines, webmaps, etc) across a breadth of topical areas, and be able to prioritize and pivot to new opportunities.
- Knowledge of metropolitan planning organization (MPO) core functions, governing structure, and processes.
- Superior knowledge of the socio-economic factors, principles, practices, and objectives of regional transportation and land use planning.
- Extensive knowledge of the principles, practices, and objectives of livable communities, and ability to relate this knowledge to the development of a regional transportation system.
- Extensive knowledge of research methods, including thorough knowledge of principles and practices of working with large-scale data.
- Proficient with Microsoft Office and Google Suite software.
- Ability to establish and maintain effective working relationships with associates, planning and elected officials, partner organizations, and the general public.
- Demonstrated ability to enhance DVRPC's mission with forward-thinking ideas for the future.
- Should possess an entrepreneurial inclination with the proven ability to cast a vision to diverse partners and achieve buy-in.
- Ability to prepare and deliver clear and concise presentations and written reports.

### Experience & Training

To be classified as an RA VI, a minimum of ten years of progressively responsible professional experience in transportation, community and/or regional planning, including at least three years in a supervisory or similar administrative capacity, and a Master's degree in city or regional planning or a related field preferred.

**To learn more about our work culture and benefits, visit our website: [www.dvrpc.org/HumanResources/](http://www.dvrpc.org/HumanResources/). DVRPC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. FULL CONSIDERATION WILL BE GIVEN TO ALL ELIGIBLE, QUALIFIED APPLICANTS WITHOUT REGARD TO AGE, ANCESTRY, COLOR, DISABILITY, DOMESTIC OR SEXUAL VIOLENCE VICTIM STATUS, ETHNICITY, FAMILIAL STATUS, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION (INCLUDING PREGNANCY), NATIONAL ORIGIN, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION. MINORITY, DISABLED, AND VETERANS CANDIDATES ARE ENCOURAGED TO APPLY. NOTE: MUST HAVE PERMANENT RESIDENCY STATUS AND WORKING PAPERS.**

**TO APPLY, SEND RESUME / CV WITH COVER LETTER TO HUMAN RESOURCES VIA:**

**EMAIL: [RESUMES@DVRPC.ORG](mailto:RESUMES@DVRPC.ORG); OR**

**FAX: 215-592-9125; OR MAIL: 190 N. INDEPENDENCE MALL WEST / 8<sup>TH</sup> FLOOR / PHILADELPHIA, PA 19106-1520**