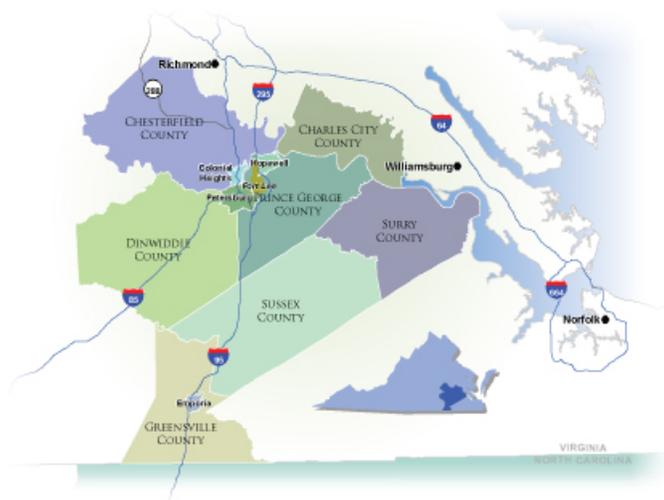


THE CRATER PLANNING DISTRICT COMMISSION

announces the recruitment for

the position of

EXECUTIVE DIRECTOR



Our Organization



The Crater Planning District Commission (CPDC) is a regional planning agency with major emphasis in the areas of transportation, economic and small business development as well as environment issues and serving as the convener for major military-related discussions among the region's communities. As a certified economic development district by the U.S. Economic Development Administration, the Commission oversees development of the District's five-year Comprehensive Economic Development Strategy (CEDS) which is updated annually.

The commission, which was formed by local governments in May 1970 under the authority of the Virginia Area Development Act – revised and retitled the Regional Cooperation Act in 1995 – is comprised of twenty-eight individuals, a majority of whom are local elected officials.

The CPDC region area covers 2,500 square miles with a population of approximately 526,000 located within the 11 member jurisdictions. The CPDC is comprised of eight dedicated professionals and has an annual budget of \$2.5 million.

The CPDC's major objectives are to:

- ▶ Identify issues and opportunities of an interjurisdictional nature.
- ▶ Establish plans and policies for addressing those regional issues.
- ▶ Identify ways and means for state and local governments, the private sector, and non-profits to implement programs.
- ▶ Help promote cooperation among state and local governments.
- ▶ Provide technical assistance and information services to its member jurisdictions.

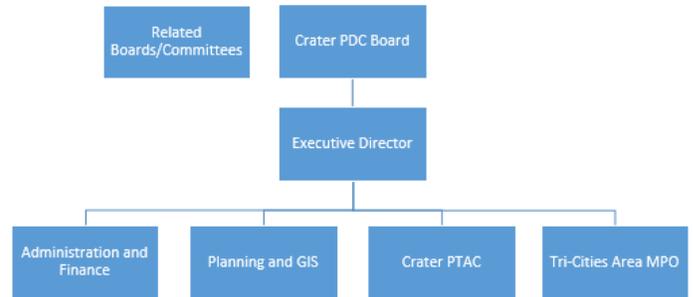
The CPDC serves the following jurisdictions:

- ▶ City of Colonial Heights
- ▶ City of Emporia
- ▶ City of Hopewell
- ▶ City of Petersburg
- ▶ Charles City County
- ▶ Chesterfield County
- ▶ Dinwiddie County
- ▶ Greensville County
- ▶ Prince George County
- ▶ Surry County
- ▶ Sussex County

Our Mission

To strengthen the quality of life throughout the Crater region by serving as a regional forum of member local governments to address issues of regional significance, providing technical assistance to localities, and promoting and enhancing the collective consensus on the economic, transportation, social, environmental, and demographic interests of the region.

Organizational Structure



Our Communities

The Crater Virginia region is located at the midpoint, half way between New England and Florida, along the East Coast.

Virginia is fortunate to be located at the center of the East Coast economic corridor. The nation's capital, Washington DC, is adjacent to Virginia's northeast corner. Richmond, Virginia's state capital, is only 98 miles due south of DC (two-hour drive).



City of Colonial Heights

The City of Colonial Heights is located 20 miles south of Richmond, Virginia's state capital, and 120 miles south of the nation's capital. Colonial Heights has a land area of 8 square miles and a population of 17,562 residents.



City of Emporia

The City of Emporia is an independent city surrounded by Greensville County. Emporia is located 65 miles south of Richmond and 80 miles west of Norfolk. The City of Emporia has a land area of 7 square miles with a population of 5,531 residents.



City of Hopewell

The City of Hopewell is located at the confluence of the Appomattox and James Rivers, approximately 20 miles south of Richmond and 130 miles south of Washington, DC. Hopewell has a land area of 10 square miles with a population of 22,767 residents.



City of Petersburg

The City of Petersburg is located along the Appomattox River and 21 miles south of Richmond. Petersburg has a land area of 23 square miles and a population of 31,746 residents.



County of Charles City

Charles City County located east of Richmond and west of Williamsburg, with a southern border on the James River and an eastern border on the Chickahominy River. Charles City County has a population of 7,017 residents.



County of Chesterfield

Chesterfield County is a suburban community with a population of 346,357. Situated between the James and Appomattox Rivers, the county has a land area of 426 square miles. Chesterfield County is the fourth largest county in Virginia.



County of Dinwiddie

Dinwiddie County is located 25 miles south of Richmond and 140 miles south of Washington, DC. With a land area of 504 square miles and a population of 28,502 residents.



County of Greenville

Greenville County is strategically located along I-95 and the Virginia-North Carolina border. Greenville has a population of 11,473 residents with a land area of 296 square miles.



Prince George County

Prince George County is located 25 miles southeast of Richmond. Prince George County has a population of 37,212 and a land area of 266 square miles.



County of Surry

Surry County is strategically located on the James River in southeastern Virginia. Surry is 10 miles south of Williamsburg and 50 miles southeast of Richmond. Surry County covers 279 square miles and has a population of 6,584 residents.



County of Sussex

Sussex County is strategically centered between Richmond, Hampton Roads, and Southern Virginia along the I-95 and US-460 corridors. Sussex County has a population of 11,473 with 491 square miles.

Executive Director Position Major Responsibilities

- ▶ Supports the CPDC Board in implementing its mission, goals and objectives.
- ▶ Oversees the operations, administration, financial activities, and staff of the Crater Planning District Commission.
- ▶ Coordinates, directs, and implements regional programs relating to socioeconomic, land use, environmental and transportation planning.
- ▶ Provides strategic oversight and identifies priorities for the CPDC focused on the Crater region.
- ▶ Represents the Commission on regional organizations, such as the Tri-Cities Area Metropolitan Planning Organization (MPO) and makes presentations to internal and external constituents.
- ▶ Leads the agency in expanded discussion and increased regional cooperation and policy development.
- ▶ Supports technical staff on a wide variety of programs and understands the value of Geographic Information Systems (GIS) as an analytical tool and social media as a form of communication.
- ▶ Interprets and communicates the impact of local, state, and federal plans and programs on regional activities.

Ideal Candidate

The CPDC is seeking a dynamic, highly energetic and entrepreneurial spirited individual to serve as Executive Director and lead the agency toward increased regional cooperation and policy development.

The ideal candidate will possess significant experience in interacting with a variety of local governments and agencies facing a multitude of development related issues. Candidate should have proven experience in interpreting and communicating complex issues to groups with varying interests.

Candidate must possess the ability to negotiate different viewpoints and take appropriate actions to manage outcomes to satisfy various stakeholder interests. Effective personnel management that leads to creative and practical solutions is essential.

Personal Traits

- ▶ Self-starter
- ▶ Visionary
- ▶ Collaborative
- ▶ Results-oriented
- ▶ Strong communication skills
- ▶ Solid leadership skills
- ▶ Ability to maintain effective working relationships
- ▶ Integrity and honesty
- ▶ Positive and enthusiastic
- ▶ Flexible approach to problem-solving

Qualifications

Education and Experience

- ▶ Bachelor's degree in Planning or Public Administration, or a related field from an accredited college or university is required. A Master's degree is highly preferred.
- ▶ A minimum of ten years of experience in a responsible position in a comparably sized and progressive regional planning district commission or council, local government, or in a state or federal government agency is required. Private sector or non-profit experience a plus.

Compensation and Benefits

The CPDC offers a highly competitive compensation package for this position. Salary for this position is negotiable, commensurate with qualifications and experience.

- ▶ Health, Dental, and Vision Insurance
- ▶ Annual Leave
- ▶ Sick Leave
- ▶ Paid Holidays
- ▶ Short and Long Term Disability Insurance
- ▶ Long Term Care Insurance
- ▶ Group Life Insurance

- ▶ Deferred Compensation Plan
- ▶ Private Retirement Plan

Application Process

The application deadline date is **September 30**.

Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Jennifer Sears, Director of Human Resources
City of Hopewell Human Resources
300 N. Main Street
Hopewell, VA 23860
(804) 541-2211

Electronic Responses are preferred and should be directed to
ExecutiveSearch@hopewellva.gov

Pre-employment drug test and extensive background check required.

***The Crater Planning District Commission
is an Equal Opportunity Employer.***

