

## **West Piedmont Planning District Commission (WPPDC)**

### **Position Description: Senior Planner - Housing**

#### **Background**

Located in Martinsville, Virginia, the West Piedmont Planning District Commission is a regional planning/development agency serving the counties of Henry, Franklin, Patrick, Pittsylvania; the cities of Danville and Martinsville; and the Town of Rocky Mount. The geographically large region encompassing 2,587 square miles is largely rural with urbanized population centers in the cities of Danville and Martinsville. The total population of the region is approximately 250,000.

#### **Position Summary**

The Senior Planner-Housing is a new position and will provide leadership for the WPPDC Housing Initiative, which includes facilitation of a regional housing study, administration of a housing development program, and strategic direction for other housing-related projects and programs. The position also provides planning and management services to municipalities and organizations within the planning district with a focus on housing and housing-related projects, such as local and regional housing plans, neighborhood housing rehabilitation, housing production, and home-ownership creation. Services provided include planning activities, housing project development, coordination of regional housing stakeholders, grant application preparation, budgeting and financial reporting, and administration of housing projects funded through CDBG, Virginia Housing, and other agencies. This position will facilitate regional and local housing-related planning grants and will support other WPPDC activities from the housing perspective.

#### **Duties and Responsibilities**

The following duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides leadership and strategic guidance for the WPPDC Housing Initiative and directs other housing staff
- Serves as the lead facilitator for the WPPDC Regional + Local Housing Study
- Provides administration and coordination for the WPPDC Housing Development Program
- Prepares grant applications to include collection of demographic data, engineering reports, and citizen input to demonstrate community need and willingness to participate.
- Administers community development grants to include report generation, activity tracking, special requests from the community, and community meeting facilitation. Generates reports used in evaluating grantee performance, financials, and project performance.
- Manages all aspect of housing rehabilitation and housing production initiatives. Duties include processing applications, evaluating participant eligibility, soliciting and selecting contractors, verifying property ownership, developing specifications and

cost estimates, managing Request for Proposal process, serve as liaison for Housing Boards, Boards of Supervisors, and City and Town Councils.

- Manages housing and housing-related infrastructure improvement projects, to include overall project management, evaluating change orders, conducting on-site inspections, labor compliance monitoring, preparing notices of completions, and records management.
- Ensures proper procurement of contractors, rehab specialists, and consultants. Evaluates and selects program participants, contractors, engineers, and architects for grant funded initiatives in partnership with local governments.
- Serves as the WPPDC primary contact for local and regional housing initiatives, and serves as a liaison between the WPPDC, regional stakeholders/partners, and grant funders.
- Coordinates and completes housing-related planning projects as requested by member jurisdictions and regional organizations.
- Works with local governments and regional organizations to identify and cultivate potential projects.
- Ensures grant funds are utilized in an authorized manner.
- Attends training sessions/webinars, conferences, and workshops to maintain/retain knowledge and expertise for various programs.

### **Essential Skills and Abilities**

- Possess the capability to understand in-depth organizational objectives, goals, and strategies in supporting projects consistent with the regional mission of the WPPDC.
- Excellent organizational skills and attention to detail.
- Outstanding analytical and presentation skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Effective relation building capability necessary to maintain good relationships with multiple regional partners, stakeholders, state/federal funding agencies, and residents of the region.
- Proficient in identifying opportunities and deliver results accordingly.
- Professionally skilled proposal writer.
- Proficient in multiple computer software applications necessary to prepare professional grant proposals/applications and reports, including Microsoft Office and Adobe Acrobat.
- Must be an excellent time manager with the ability to work independently, prioritize, and balance multiple projects while meeting project deadlines.
- Possess a diplomatic and customer service-oriented attitude and accompanying interpersonal skills.

### **Education and Experience**

- Bachelor's Degree in public administration, urban planning, community development, business administration or similar or equivalent professional/technical certification.

- A minimum of 4 -5 years of professional experience in housing planning, developing housing projects, writing and administering state, federal, and foundation grants related to housing projects is required.
- Experience with CDBG Housing Programs is highly desired.
- A valid Commonwealth of Virginia driver's license is required.

**Salary and Benefits**

Salary is dependent upon experience and qualifications. The WPPDC provides comprehensive employee benefits including fully paid Anthem health insurance for the employee. Other benefits include annual leave, sick leave, paid holidays (state schedule), life/disability insurance, and a 457(b) retirement plan with employer match.

**How to Apply**

To apply, please send a cover letter, resume, and three professional references to Michael Armbrister, Executive Director, West Piedmont Planning District Commission at [marmbrister@wppdc.org](mailto:marmbrister@wppdc.org). Applications will be accepted until filled, with application review. The WPPDC is an equal opportunity employer and does not discriminate against any applicant based on protections afforded by Title VI and other federal and state employment laws.