



Roanoke Valley-Alleghany

**REGIONAL**  
**commission**

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

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F:

## **The Regional Commission is hiring a Regional Planner III: Recreation and Greenway Coordination**

### **Position Description**

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Performs responsible professional work in the areas of recreation and active transportation infrastructure planning, project management, programming, coordination, and convening in support of the Roanoke Valley Greenway Network and recreational facilities and needs across the Regional Commission's service area.

This role is split across two primary, related duties:

- **Roanoke Valley Greenway Coordinator:** Working with Roanoke Valley Greenway member localities (Roanoke City, Roanoke County, Salem, Vinton, and Botetourt), the Greenway Commission, the Roanoke Valley-Transportation Planning Organization, and others, provides for the continued support and expansion of the multi-jurisdictional Roanoke Valley Greenway network. Duties include the coordination of maintenance and updates of the Roanoke Valley Greenway Master Plan, administering meetings of the Greenway Commission, developing events that support and recognize advances in the Greenway Network, providing technical and grant writing assistance to support expansion of the network, community engagement, and related activities.
- **General Recreation Planning:** Working with all Regional Commission member jurisdictions, provides general recreation planning, programming, and technical assistance. Duties include mapping, data and economic impact analysis, public outreach, recreational facilities studies, and related activities. Specific non-Roanoke Valley Greenway-related duties of the position include participation in the Alleghany Highlands Outdoor Recreation group, administration of the Roanoke River Blueway Committee and other related committees and workgroups, and oversight of the regional trail counter program.

This position is supervised by the Director of Transportation Demand Management.

### **Salary Range**

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The salary range for this position is \$60,000 to \$68,000 based on education and experience.

**MEMBER GOVERNMENTS:** Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke  
Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



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## 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 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. Roanoke has also received a Silver designation as an International Mountain Biking Association Ride Center. It's the only East Coast city to receive the designation.

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.



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## 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.

## Typical Work Tasks

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- Collects and analyzes regional data, including liaison activities with state and local offices, providing information and preparation of related technical reports and presentations;
- Provides technical and management assistance to other agencies involved with planning activities;
- Researches topics related to special planning areas and prepares reports as required;
- Conducts studies, relating to a broad range of transportation planning projects;
- Reviews, evaluates, interprets, and disseminates current publications, program reports, studies, and technical data relevant to transportation planning;
- Assists localities and development agencies in determining and activating projects and programs, securing funding and continuing operation and monitoring of programs;
- Prepares detailed technical reports and memoranda and assists other staff members in the preparation of a variety of plans in transportation and regional planning;
- Reviews and analyzes program proposals and may oversee the administration of grant programs, including grant preparation;
- Prepares program proposals, grant applications and contractual reports;



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- Coordinates study projects, oversees the collection and analysis of data, prepares Collects and analyzes regional data, including liaison activities with state and local offices, providing information and preparation of related technical reports and presentations;
- Provides assistance and support on the development and implementation Roanoke Valley Greenway Master Plan, including incremental annual updates and major five-year revisions;
- Report on Greenway and other trail usage throughout the service region;
- Represent the Roanoke Valley Greenway Network at appropriate public events, ribbon cuttings, fundraisers, and related activities;
- Maintain the Roanoke Valley Greenways website and social media presence with assistance of RVARC staff;
- Provides technical and management assistance to other agencies involved with planning activities;
- Builds and maintains relationships with appropriate state and federal agencies such as the Virginia Department of Conservation and Recreation, National Park Service, and United States Forest Service;
- Researches topics related to special planning areas and prepares reports as required;
- Conducts studies, relating to a broad range of recreation planning projects;
- Reviews, evaluates, interprets, and disseminates current publications, program reports, studies, and technical data relevant to transportation planning;
- Prepares detailed technical reports and memoranda and assists other staff members in the preparation of a variety of plans in recreation, tourism, and economic development planning;
- Prepares program proposals, grant applications and contractual reports;
- Coordinates study projects, oversees the collection and analysis of data, prepares reports, develops recommendations for the implementation of short- and long-range regional plans or programs; 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.



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## Knowledge, Skills, and Abilities

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The candidate must have:

- Knowledge of the theories, principles, practices and techniques of planning related to recreation facilities, infrastructure, and activities;
- Ability to analyze and accurately compile in a systematic manner statistical and technical information;
- Ability to prepare clear, concise, and well-organized technical reports;
- Requires strong written and oral communication skills.

The ideal candidate will also have:

- Knowledge of the current literature and recent developments in the region;
- Knowledge of the theories, principles, practices, and techniques of planning related to economic development, tourism, and transportation;
- Familiarity with state and federal parks, tourism, and recreation agencies;
- Experience with economic development data and planning;

## Preferred Education and Experience

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Graduation from an accredited college or university with a master's degree in planning; geography; public administration or a closely related field and a minimum of one to three years of planning experience; OR Graduation from an accredited college or university with a bachelor's degree in any of the aforementioned fields with a minimum of four years of experience in planning; OR a high school diploma or GED with a minimum of five years related professional work experience.

## Continuing Education

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This is a mid-to-high-level position within the professional development track. 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 technical expertise and/or responsibility.



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

The physical exertion requirements of this job are classified as light work. In general, lifting or carrying tasks are not more than 25 pounds. Walking and standing is often necessary to carry out job duties, and field work involving navigating both paved and natural surface trails is common. 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**

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.