



## Executive Director Position

The Tri-County Regional Planning Commission (TCRPC), located in Harrisburg, PA, is recruiting its next Executive Director to lead a team of 13 planning professionals in a diverse region of 550,000 persons in south central Pennsylvania. The current Executive Director is retiring in September.

TCRPC is the lead planning staff for the Harrisburg Metropolitan Planning Organization (MPO), which facilitates the implementation of a \$400M, 4-year Transportation Improvement Program, and is an agency charged with providing local planning support for Dauphin and Perry Counties. The Commission also facilitates the implementation of a regional comprehensive plan and coordinates those activities among its municipalities across the two counties.

A 19-member board made up of elected/appointed officials and local citizens from each participating county oversees the Commission's direction. An Executive Director and Associate Director manage the day-to-day operations. The current staff consists of 13 people cross-trained to perform a range of planning functions to support the county, regional and transportation planning programs.

The Executive Director reports directly to the board, is responsible for working closely with the Commission's committees, and building a strong rapport of trust is essential. The Executive Director is responsible to develop plans for implementation, develop budgets and oversee finances, administer contracts, facilitate activities of planning committees, represent the Commission at meetings and conferences, speak about the Commission to its constituents, government departments, officials, advisory organizations, and agencies on federal, state and county levels, and report on Commission activities to the Commission membership.

The successful candidate will be expected to administer and implement policies and procedures for the efficient operation of the Commission and to comply with the overall laws, regulations and framework of the Commission and its various planning programs. The Executive Director will review and evaluate available resources, including limited use of outside consultants, to assure the resources are used to maximum effectiveness to meet specific program needs and make recommendations for adoption, acceptance or denial of programs.

The Executive Director will be expected to provide direct supervision of Commission staff and programs to meet Commission goals and handle personnel matters, including application of staff performance standards. Delegation of work assignments among staff members is also part of the job responsibilities.

A Master's degree in planning with 10 years of supervisory experience is required. AICP certification also is required. The candidate should be well-rounded with effective communication and computer skills. Salary is commensurate with qualifications, starting at \$95,000. Applicants will be evaluated based on education, experience, and certifications.

Knowledge of the PA Municipalities Planning Code, comprehensive planning, subdivision/land development, sewer module, zoning, and other planning tools is expected. Night meetings to support the various planning programs will be required and the successful candidate will need to provide personal transportation to these meetings. Reimbursement under the existing IRS code is provided.

The Commission's primary office is in downtown Harrisburg, with an excellent office environment, diverse and nearby opportunities for social, cultural, and recreational activities. The Commission offers an excellent benefit package including family medical, dental, and vision. New employees are afforded four days of paid-time off and 10 days of sick leave immediately, as well as 10 days of vacation upon six months of employment. A 457 Deferred Compensation Program is available, as are various employee insurance packages. Commuter Check is offered as a monthly commuter benefit on local bus/rail transportation systems. No relocation package is offered.

Resumes are to be received by **May 8, 2024**. Please submit cover letter, resume, and salary requirements (by mail or email) to:

Danny Kirk, Chairman  
Tri-County Regional Planning Commission  
112 Market Street, 2<sup>nd</sup> Floor  
Harrisburg, PA 17101  
Email: [planning@tcrpc-pa.org](mailto:planning@tcrpc-pa.org)

*The Tri-County Regional Planning Commission is an equal opportunity employer.*