



Associate Director Position

The Tri-County Regional Planning Commission (TCRPC) is recruiting its next Associate Director to help lead a team of 13 planning professionals in a diverse region of 590,000 persons in south central Pennsylvania. The current Associate Director is retiring at the end of the year. The Commission's primary office is in downtown Harrisburg, with an excellent office environment, diverse and nearby opportunities for social, cultural, and recreational activities.

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. The Executive Director and Associate Director manage the day-to-day operations, with the Associate Director reporting directly to the Executive Director. 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 Commission is seeking an Associate Director to assume responsibilities in assisting in the management of all aspects of the Commission programs. The Associate Director is responsible for supporting the development of plans for project implementation, preparing budgets, facilitating project planning activities and committees, representing the Commission at meetings and conferences, and making reports to the Commission membership.

The successful candidate will be expected to assist the Executive Director in the administration and implement of 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. In the absence of the Executive Director, the Associate Director will be expected to represent the Commission in all aspects of Commission matters including direct supervision of Commission staff and programs to meet Commission goals, and handle personnel matters, including application of staff performance standards.

A planning degree is required with 8-10 years' experience and two years in a supervisory capacity. AICP certification also is required. The candidate should be well-rounded with effective communication and computer skills. Knowledge of the PA Municipalities Planning Code, comprehensive planning, subdivision/land development, sewer module, zoning, federal transportation policies, 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.

Salary is competitive with a hiring range of \$85,000-\$95,000 depending on education, experience, and certifications. The Commission offers an excellent benefit package including family medical, dental, and vision. New employees are afforded four days of paid-time off as well as 10 days of sick leave and 10 days of vacation immediately. A 457 Deferred Compensation Program is available, as are other employee insurance packages. A transit voucher is offered as a monthly commuter benefit on local bus/rail transportation systems.

Please submit cover letter, resume, and salary requirements (by mail or email) to:

John Kerschner, Chairman
Tri-County Regional Planning Commission
320 Market Street, Suite 301E
Harrisburg, PA 17101
Email: abomberger@tcrpc-pa.org

Posting is open until the position is filled.

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