



Associate Director Position

The Tri-County Regional Planning Commission (TCRPC) is recruiting its next Associate Director to help lead a team of planning professionals in a diverse region of 590,000 persons in south central Pennsylvania and assist in the management of all aspects of Commission programs.

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 who perform a wide range of planning functions to support the county, regional and transportation planning programs.

The successful candidate will be expected to assist the Executive Director in the administration 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 to meet Commission goals.

The Associate Director is responsible for supporting the development of plans for project implementation, preparing budgets, monitoring contracts, overseeing benefits, policies and personnel matters, enabling staff professional development, and making reports to the Commission membership. In the absence of the Executive Director, the Associate Director will be expected to represent the Commission in all aspects of Commission matters.

A planning degree is required with 8-10 years' experience and two years in a supervisory capacity. AICP certification is preferred. The candidate should be well-rounded with effective communication and computer skills. Familiarity with the PA Municipalities Planning Code, comprehensive planning, subdivision/land development, sewer module, zoning, federal transportation policies, and other planning tools is expected. Occasional night meetings to support the various planning programs will be required with personal transportation to these meetings necessary. Reimbursement under the existing IRS code is provided.

Position salary range is \$85,000 - \$121,000 with starting salary depending on experience. 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. This position is eligible for remote work with a minimum 3 days in-office. 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:

Andrew W. Bomberger, AICP, Executive Director
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.