



Executive Director Position

The Tri-County Regional Planning Commission (TCRPC), located in Harrisburg, PA, is looking for 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.

TCRPC is the lead planning staff for the Harrisburg Metropolitan Planning Organization (MPO), which implements its long-range transportation plan through a biannual 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. The current staff of various education and tenure are skilled in performing planning functions to support the county, regional and transportation planning programs.

The Executive Director reports directly to the board, is responsible to develop plans for implementation, develop budgets and oversee finances, administer contracts, facilitate activities of planning committees, speak about the Commission to its constituents, government officials, and advisory agencies, and generally report on Commission activities.

The successful candidate will administer and implement policies and procedures for the efficient operation of the Commission and follow the overall laws, regulations and framework of the Commission and its approved planning programs. The Executive Director will review and evaluate available resources to meet specific program needs and make recommendations for adoption of its planning programs.

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

Knowledge of the PA Municipalities Planning Code, comprehensive planning, subdivision/land development, sewer module, zoning, and other planning tools is expected. Participation in monthly night meetings to support the various planning programs is routine, with compensatory time awarded for nighttime hours. The successful candidate will provide personal transportation to these meetings and reimbursement under the existing IRS code is provided.

A Master's degree in planning (or related field) with 10 years of supervisory experience is required, along with AICP certification. Base salary is \$95,000 and negotiable DOQ. Applicants will be evaluated based on education, experience, and certifications. The position is open until filled, with first review of resumes on **June 12, 2024**. This is a reposting of the position. Previous applicants do not need to re-apply to be considered.

The Commission's primary office is in downtown Harrisburg, with diverse and nearby opportunities for social, cultural, and recreational activities. The Commission offers an excellent benefit package upon hire including family medical, dental, and vision; annual vacation, sick and paid time off is also provided. A 457 Deferred Compensation Program is available with employer match, as are other employee insurance packages. Commuter Check is offered as a monthly commuter benefit on local bus/rail transportation systems.

Please send cover letter and resume (by mail or email) to:

Danny Kirk, Chairman
Tri-County Regional Planning Commission
112 Market Street, 2nd Floor
Harrisburg, PA 17101

Email: planning@tcrpc-pa.org

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