



## Hampton Roads Planning District Commission & Transportation Planning Organization

Is seeking a proven, innovative professional to serve as its next

### Executive Director

#### The Region's Location and History

##### Location

The Hampton Roads area is located in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. The region's land area covers approximately 2,907 square miles and includes an extensive system of waterways including the Intercoastal Waterway and the James, York, Nansemond and Elizabeth Rivers. The region is bisected by the James River and, because of that, the region's roads are connected through a number of tunnels and bridges. Due to its strategic location and abundance of water the region is home to the world's largest natural deepwater harbor, a vibrant shipping industry and key U.S. Navy installations. Washington, D.C. is 200 miles to the north and Richmond, the state capital, is located 100 miles to the west. An integrated transportation network of interstate highways, air, rail, and sea services provides excellent access between the communities of the region and the markets of the world.



##### History

Hampton Roads is home to much of America's early history. Jamestown, the site of the first permanent English settlement, offers a glimpse into the lifestyle of early settlers. Yorktown is a focus of the Revolutionary War and is sight of the British surrender. Colonial Williamsburg recreates 18th-century America at the Colonial Capitol. Historical attractions found in Surry County include Smith's Fort Plantation built in 1609, Bacon's Castle built in 1665, the Chippokes Plantation State Park, which has a mansion and a number of outbuildings that date to the early 1800's, and the Chippokes Farm and Forestry Museum. The Jamestown Exposition for the 300th anniversary of the 1607 founding of Jamestown was held at Sewell's Point in a rural section of then Norfolk County in 1907.

During the Civil War, the Battle of Hampton Roads between the first American ironclad warships, the USS *Monitor* and the CSS *Virginia* (ex-USS *Merrimack*) took place off Sewell's Point in March, 1862. Later in 1862 Union forces took control of Hampton Roads, Norfolk, and the lower James River and Fort Monroe was the launching place for Union General George McClellan's massive 1862 Peninsula Campaign, a land campaign of many months which advanced up the Virginia Peninsula, with a Siege at Yorktown and another battle at Williamsburg before the Union Army almost reached Richmond.

Beginning in 1917, as the United States became involved in World War I formerly rural Sewell's Point became the site of what grew to become the largest Naval Base in the world which was established by the United States Navy and is now known as the Naval Station Norfolk; a base which still has national and world prominence.

## The Hampton Roads Community

### Quality of Life

The high quality of life enjoyed by Hampton Roads residents can be attributed to the area's strategic location and well-developed transportation infrastructure, internationalism, unmatched lifestyle, an excellent education system and skilled labor force.

Hampton Roads is rich in cultural treasures, reflecting the diversity of its communities and a variety of annual festivals celebrate the heritage of the region. History, music, drama, and art can also be found in a multitude of theaters and museums in the area. Norfolk is recognized as the Arts capital of Virginia, and is the home city for the Virginia Symphony, Virginia Ballet, Virginia Opera and the Commonwealth Theatre Company. The NorVa Theater, a downtown concert venue, offers concerts featuring national touring acts and well-known artists. The Chrysler Museum of Art is home to Walter Chrysler Jr.'s world-class collection of more than 30,000 pieces of art. Considered "one of the top 20 museums in the country" by the Wall Street Journal, the museum offers a full schedule of free programs and activities including concerts, theatrical performances, children's tours, group tours, and lectures, and is home to the Jean Outland Chrysler Library, one of the largest art research libraries in the Southeast.

The Mariner's Museum in Newport News is one of the most famous and complete maritime museums in the world. Also located in Newport News is the Virginia War Museum, featuring the largest collection of war relics and historical records in the United States. Nauticus, the National Maritime Center, is located on the downtown Norfolk waterfront and is home to the Battleship Wisconsin.

The City of Virginia Beach is the number one vacation destination in Virginia. The City's three-mile boardwalk is only part of what makes the City so attractive to visitors. From Croatan Beach to the south all the way to the North End beaches of the City, Virginia Beach reveals its vibrancy and laid back beach vibe, all wrapped up in a sprawling, park-like setting. Because of its beaches and other developed attractions tourism is a \$1.2 billion industry in Virginia Beach, where the City welcomes almost 6 million overnight visitors annually.

Williamsburg and James City County offer a wide range of activities and historic destinations; whether it is Williamsburg and the Colonial Capital or Busch Gardens Amusement park. Facilities located along the James and York Rivers offer a variety of activities that include boating, fishing, camping, biking, and tennis. There are hundreds of parks and campgrounds throughout the area. First Landing State Park, located in Virginia Beach, is a registered National Landmark located along the Atlantic Ocean and Chesapeake Bay. In addition, Newport News Park, located near the center of the City, is one of the largest municipal parks (7,500+ acres) east of the Mississippi River and offers a wide variety of activities, including hiking, biking, mountain biking, picnicking, paddle boating, canoeing, archery and freshwater fishing. Other significant parks include the Virginia Zoological Park and the Norfolk Botanical Gardens. The 1,680-acre Chippokes Plantation State Park and the 19-acre Charles Steirly Heron Rookery provide fishing, swimming, boating, camping and picnic facilities. The region also boasts an abundance of golf courses, including the Golden Horseshoe in Williamsburg and Kingsmill, Fords Colony, Legends at Stonehouse, and Governor's Landing at Two Rivers in James City County.

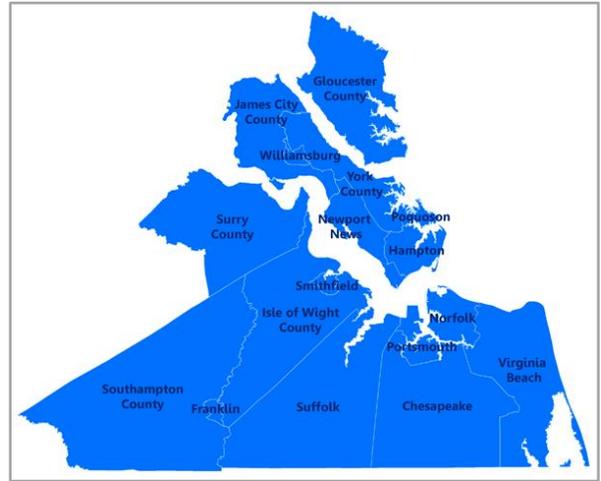
### Population and Demographics

The Hampton Roads MSA, has a population of about 1.7 million people with the most populous cities Virginia Beach (449,628), Norfolk (246,392), and Chesapeake (232,977) making up over 56% of the region's population, The region is the sixth largest metropolitan area in the Southeastern United States just below Miami-Fort Lauderdale-Pompano Beach, FL MSA, Atlanta-Sandy Springs-Marietta, GA MSA, Tampa-St. Petersburg-

Clearwater, FL MSA, Orlando-Kissimmee, FL MSA, and Charlotte-Gastonia-Rock Hill, NC-SC MSA and is the 38th largest MSA in the nation.

With a civilian labor force of nearly 800,000 and 14,000 individuals graduating from Hampton Roads' eight (8) universities and four (4) community colleges annually, the area has a skilled workforce.

Due to the region's strategic location and access to water, the Hampton Roads region's economic base is largely port-related and includes shipbuilding, ship repair, naval installations, cargo transfer and storage, and manufacturing related to the processing of imports and exports as key components of the economy. The harbor of Hampton Roads is an important highway of commerce, especially for the cities of Norfolk, Portsmouth, and Newport News. Associated with the ports' military role are almost 50,000 federal civilian employees.



Massive coal piers and loading facilities were established in the late 19th and early 20th century by the Chesapeake and Ohio Railway (C&O), Norfolk and Western Railway (N&W), and Virginian Railway (VGN) to take advantage of the ports. The latter two were predecessors of the Norfolk Southern Railway, a Class I railroad which has its headquarters in Norfolk, and continues to export coal from a large facility at Lambert's Point on the Elizabeth River. CSX Transportation now serves the former C&O facility at Newport News. Almost 80% of the region's economy is derived from federal sources. This includes not only the area's large military presence, but also NASA and facilities of the Departments of Energy, Transportation, Commerce and Veterans Affairs. The region also receives a substantial impact in government student loans and grants, university research grants, and federal aid to cities.

The Hampton Roads area has the largest concentration of military bases and facilities of any metropolitan area in the world. Nearly one-fourth of the nation's active-duty military personnel are stationed in Hampton Roads, and 45% of the region's \$81 billion gross regional output is defense-related. All five (5) U.S. military service operating forces are represented in the region, as well as several major command headquarters: Hampton Roads is a chief rendezvous of the United States Navy, and the area is home to the Allied Command Transformation, which is the only major military command of the North Atlantic Treaty Organization (NATO) on United States soil. Langley Air Force Base is home to Air Combat Command (ACC).

Newport News Shipbuilding located in Newport News is the sole designer, builder and refueler of U.S. Navy aircraft carriers and one of two providers of U.S. Navy submarines. It is the largest industrial employer in Virginia and the largest shipbuilding company in the United States.

NASA's Langley Research Center, located on the Peninsula adjacent to Langley Air Force Base in Hampton, is home to scientific and aerospace technology research. The Thomas Jefferson National Accelerator Facility (commonly known as Jefferson Labs) is located nearby in Newport News.

As of 2013, four (4) Fortune 500 companies were headquartered in Hampton Roads (Smithfield Foods, Norfolk Southern, Dollar Tree, Huntington Ingalls Industries) due to the region's stable economy, lower business costs, attractive labor supply, strong economic climate and the area's easy access to customers, suppliers, distributors, employees and vendors. Over 60% of the population of the U.S. lies within 750 miles of Hampton Roads and the region's convenient and accessible transportation infrastructure provides multiple options for moving goods between national and international markets. The largest employers for the Region include:

Hampton Roads Largest Employers	
US Department of Defense	Seaworld Parks & Entertainment
Huntington Ingalls Industries/ Newport News Shipbuilding	Smithfield Foods, Inc.
Sentara Healthcare	Dominion Virginia Power
Riverside Health System	Chesapeake Regional Medical Center

*\*Source: Hoovers.com, HREDA Communities*

## Education

Individual cities and counties administer their own K-12 education for their localities throughout the Hampton Roads region. The area boasts 12 preschools, 219 elementary schools, 5 combined schools, 64 middle schools, 52 high schools and one alternative school with more than 264,000 students in the public school division during the 2012 – 2013 school year. Residents have a wide selection of private and religious school options outside the public schools system as well. The region supports four (4) Governor's Career and Technical Academies which have strong science, technology, engineering, and mathematics (STEM) programs. On-time graduation rates for the area's high schools in 2013 was 86.9% and 87.7% of graduates sought higher educational opportunities.

Hampton Roads provides access to some of the best public, and private, education resources available via a robust higher education system with diverse learning experiences through a number of higher education options for area residents. Schools offering associate degrees, technical degrees and certificates abound in the area's technical and two-year schools. Four-year and advanced degrees, including doctorates, are available through an array of religious, publicly funded, private and for-profit colleges. Additionally, a number of universities have established satellite campuses in the region and a university consortia approach is utilized by the National Institute of Aerospace (NIA) which is a consortium of member universities that include Georgia Tech, Hampton University, North Carolina A&T, North Carolina State, Old Dominion University, University of Virginia, Virginia Tech, and the College of William and Mary. Their unique approach allows students pursuing master and doctorate degrees the opportunity to take classes from any member university taught at the Institute.

## Healthcare Facilities

The region is home to outstanding medical facilities, including local and university hospitals offering a full range of primary and advanced services and twenty two (22) hospitals, providing over 6,000 beds, serve the Hampton Roads region. The Eastern Virginia Medical School in Norfolk is affiliated with more than thirty (30) area hospitals and clinics. This internationally known medical school is the acknowledged leader in invitro fertilization and embryo transfer in the United States. Seventy-three (73) nursing homes offer extended care to the elderly in the area. The area is additionally served by more than 2,422 physicians and 586 dentists.

## The Hampton Roads Planning District Commission

### The Hampton Roads Planning District Commission (HRPDC)

The Hampton Roads Planning District Commission (HRPDC), one of twenty one (21) Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing the area's seventeen (17) local governments.

Planning District Commissions are voluntary associations

and were created in 1969 pursuant to the Virginia Area Development Act and a regionally executed Charter Agreement. The HRPDC was formed in 1990 by the merger of the Southeastern Virginia Planning District



Commission and the Peninsula Planning District Commission. The Commission's member governments include:

- City of Chesapeake
- City of Franklin
- Gloucester County
- City of Hampton
- Isle of Wight County
- James City County
- City of Newport News
- City of Norfolk
- City of Poquoson
- City of Portsmouth
- Town of Smithfield
- Southampton County
- City of Suffolk
- Surry County
- City of Virginia Beach
- City of Williamsburg
- York County

The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance.

### **The HRPDC's Governing Body**

According to State Statute, the HRPDC Charter and the HRPDC Bylaws, membership in the Commission is based on population, with each member jurisdiction having at least two (2) members. All member localities are represented on the Commission by a majority of local elected officials and the Chief Administrative Officer (CAO). One member from each jurisdiction sits on the HRPDC Executive Committee. The Executive Committee provides oversight to the HRPDC's activities through monthly meetings held between the quarterly meetings of the full Commission.

The Executive Director, selected by the HRPDC, manages the daily operations of the HRPDC's professional staff, and serves as the Commission's elected Secretary.

In carrying out its statutory responsibilities, the HRPDC has adopted the following mission statement:

- To serve as a forum for local and elected officials and chief administrators to deliberate and decide issues of regional importance;
- To provide the local governments and citizens of Hampton Roads credible and timely planning, research and analysis on matters of mutual concern; and,
- To provide leadership and offer strategies and support services to other public and private, local and regional agencies, in their efforts to improve the region's quality of life.

The HRPDC serves as a resource of technical expertise to its member local governments and provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources. The Commission also provides a robust education and outreach program through its Communications Department. As a Virginia Planning District, the HRPDC is also the Affiliate Data Center for the region, providing economic, environmental, transportation, census, and other relevant information to businesses, organizations and citizens.

The HRPDC annually establishes a Unified Planning Work Program (UPWP) which describes planning work to be performed by the HRPDC staff for the fiscal year. The UPWP includes projects to be undertaken for the region as a whole as well as for sub-regional groupings of localities and agencies. Additionally included are local projects to be carried out in cooperation with or on behalf of individual member localities. The plan functions as a comprehensive guide to the activities for the HRPDC staff and supporting committees and represents the agreement between the HRPDC staff and the Commission on the functions and services to be accomplished on behalf of the Commission and its member localities. Each task includes information on who will perform the work, the schedule for completing the work, and the resulting products. More information about the HRPDC and Unified Work Plan may be found at: <http://www.hrpdcva.gov/>

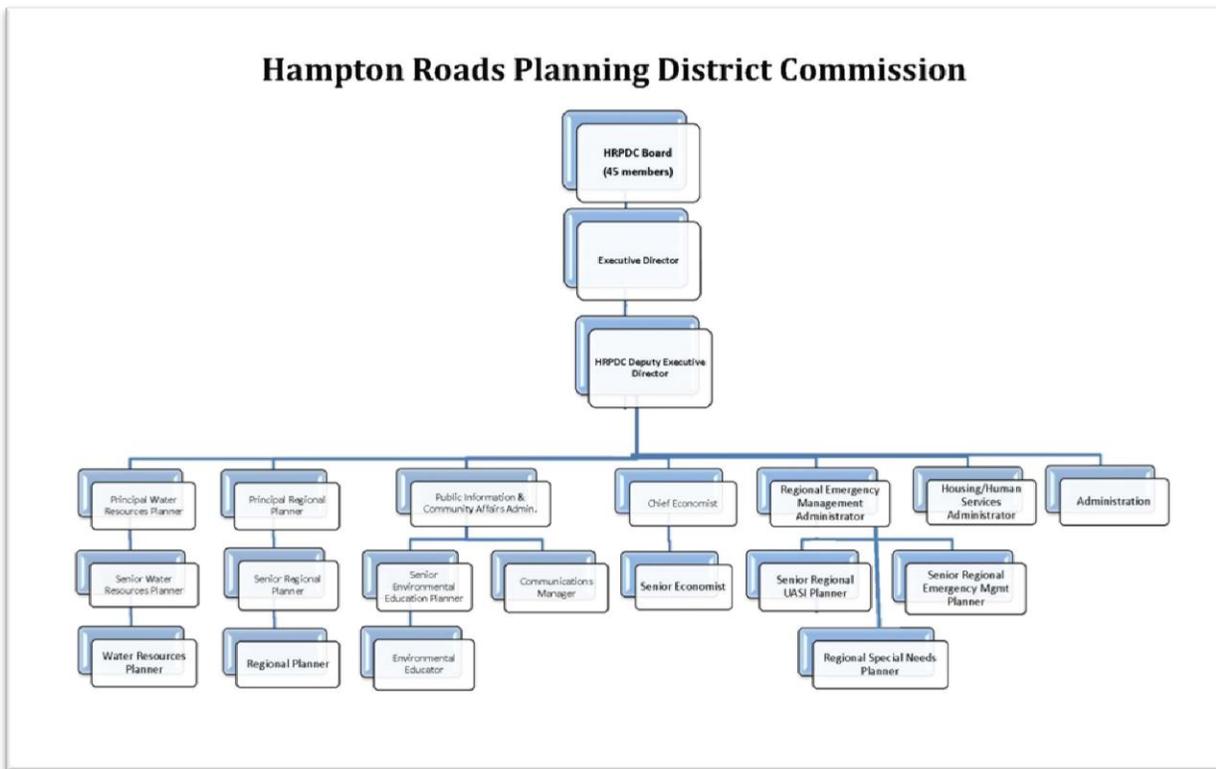
Each of these programs outlined in the UPWP concurrently considers many related issues, such as land use, socioeconomic characteristics, transportation, climate change, environmental justice, and public involvement and outreach. To ensure the most effective service to the Hampton Roads community, many of the HRPDC functions, as well as those of the Hampton Roads Transportation Planning Organization (HRTPO), require integration and coordination of the agency functions, e.g., climate change, hurricane evacuation, sustainability and provision of utility and transportation infrastructure. They must and continue to reflect a common understanding of the region’s current and future socioeconomic characteristics.

The HRPDC operates with a FY 2015 budget of \$7.8 million and a staff of thirty (30) organized around the key functional areas noted above. As fiscal agent for the HRTPO the HRPDC budget also includes operating funds for the HRTPO.

**Funding Sources**

The primary sources of funding to support the HRPDC are the following:

- Virginia Department of Housing and Community Development (annual appropriation and project grants)
- Member Local Governments (Per capita contribution, Special contributions for specific programs and Contracts- Currently established at \$0.80 per capita)
- Virginia Department of Conservation and Recreation (DCR)
- Virginia Office of Commonwealth Preparedness (OCP)
- Virginia Department of Environmental Quality (DEQ)
- Virginia Department of Emergency Management (VDEM)
- Virginia Department of Health (VDH)
- United States Department of Homeland Security (DHS)



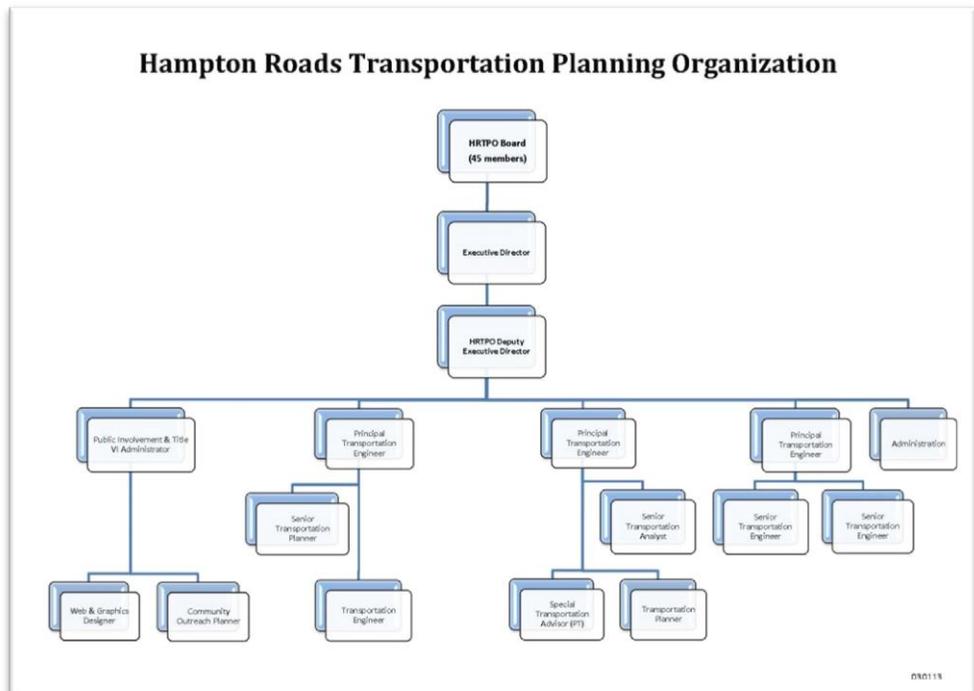
## Hampton Roads Transportation Planning Organization (HRTPO)

Due to federal and state requirements and a need for a more focused effort in the area of transportation, the Commission was reorganized in 2008 to better reflect the efforts of the transportation staff in performing the planning, technical, and administrative duties of the regional Metropolitan Planning Organization in accordance with federal regulations. This is a high area of focus for the elected and appointed officials of the region and is seen as vital to the current and future quality of life and economic success of the Hampton Roads area. Because of this increased emphasis, the duties of the Commission and transportation functions were organized to form a new and separate function now known as the Hampton Roads Transportation Planning Organization (HRTPO). The newly integrated functions were blended into the HRPDC via adoption of two memorandums of understanding between the HRTPO and the Commission. The memorandums establish a cooperative arrangement between the two organizations with the Commission providing planning and administrative staff to the HRTPO and also establishes the Commission as fiscal agent for the HRTPO. In this capacity, the financial statements of the Hampton Roads Planning District Commission cover all the activities involved in administering the financial aspects of the Hampton Roads Transportation Planning Organization.

Voting representation on the HRTPO Board includes elected officials from the Cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg, and the Counties of Gloucester, Isle of Wight, James City, and York; plus representatives from the Transportation District Commission of Hampton Roads (TDCHR), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT) and four (4) General Assembly members (two Senators and two Delegates). Non-voting board members include representatives from the Virginia Department of Rail and Public Transportation (DRPT), the Virginia Port Authority (VPA), the Virginia Department of Aviation (VDOA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Federal Aviation Administration (FAA). The HRTPO Board continually assesses its membership to account for emerging trends or shifts in the area of regional transportation and may add other stakeholders as deemed appropriate.

The HRTPO also works under a Unified Planning Work Program (UPWP) which describes the transportation planning work and associated funding for the Hampton Roads MPA for the fiscal year. The UPWP is developed by the HRTPO in coordination

with Hampton Roads Transit (HRT), Williamsburg Area Transit Authority (WATA), the Virginia Department of Transportation (VDOT), and the Virginia Department of Rail and Public Transportation (DRPT). Each task in the UPWP includes information on who will perform the work, the schedule for completing the work, resulting end products, and proposed funding and source of funds. Federal regulations applicable to MPOs are included in the Plan. The UPWP is required by the United States Department of Transportation (USDOT) to function as a

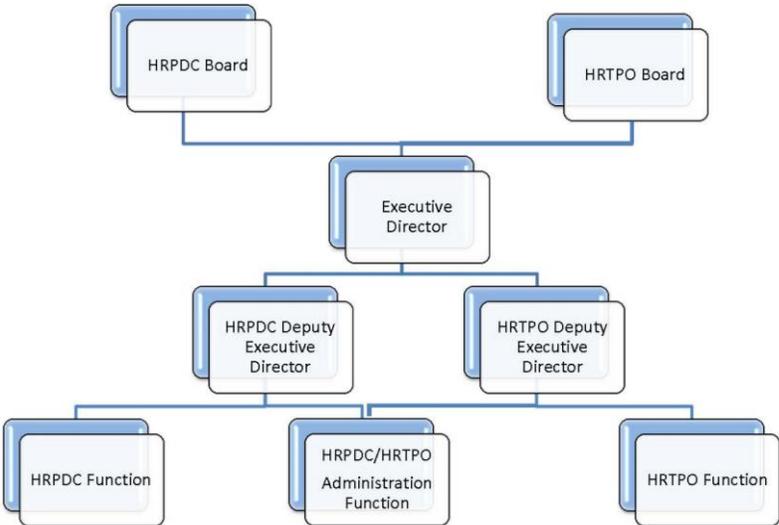


basis and condition for all federal funding assistance for transportation planning to state, local, and regional agencies. In addition to focusing on specific highway, transit and urban development issues, the activities in the UPWP take into consideration related issues, including land use, population and economic characteristics, climate change, Environmental Justice, and public participation and outreach. This document also includes a Rural Transportation Planning task, which accounts for the work done by the HRTPO staff for the City of Franklin, the Counties of Southampton and Surry, and the portion of Gloucester County that lies outside of the MPA. The staff of the TPO includes fourteen (14) professionals. The HRPDC provides staffing for the HRTPO to assist them in carrying out their responsibilities and to coordinate efforts with the Transportation District Commission of Hampton Roads (HRT), Williamsburg Area Transit Authority (WATA), and VDOT. The HRTPO's Transportation Technical Advisory Committee (TTAC) provides review and recommendations on all regional transportation planning efforts.

More information about the HRTPO may be found at: <http://www.hrtpo.org>.

**Hampton Roads Planning District Commission &  
Hampton Roads Transportation Planning Organization  
Organizational Structure**

**HRPDC/HRTPO Organizational Structure**



*To learn more about the Hampton Roads PDC and  
the Hampton Roads TPO, please visit their websites at  
<http://www.hrpdca.org> and <http://www.hrtpo.org>*

# Hampton Roads Planning District Commission & Hampton Roads Transportation Planning Organization Executive Director Profile

## Primary Duties of the Executive Director

The Executive Director, selected by the HRPDC/HRTPO, manages the daily operations of the HRPDC/HRTPO's professional staff and ensures efficient operation of the HRPDC and TPO in accordance with Board policy and state and federal law and regulation. The Executive Director works closely with the Chairs of both the HRPDC and HRTPO seeking guidance and direction on complex policy matters on an as needed basis. The HRPDC/HRTPO staff serves as a resource of technical expertise to its member jurisdictions on issues pertaining to economics, emergency management, housing and human services, public information and community affairs, regional planning, water resources, and transportation.

## Education and Experience

Bachelor's Degree in Planning, Engineering, Business or Public Administration from an accredited college or university is required and should be supplemented by a Master's Degree in a similar area or related field. A minimum of ten (10) years of experience in a similar position in a comparably sized and progressive regional planning district commission, local government, or a related agency is required. Experience beyond the minimum stated, in a variety of local government, regional agency or comparable settings, providing a wide range of planning, coordination and implementation services is also highly desirable. The ideal candidate should also possess significant experience in interacting with a variety of local governments, authorities and agencies facing a multitude of growth and transportation related issues and interpreting and communicating complex issues to groups with varying interests in a wide variety of areas. Success and experience in working with and bringing together groups and constituencies with diverse views to foster creative and practical regional solutions is a plus. Prior experience should also include: successful management and administration of internal operations of a complex local government, regional or state or federal agency with multiple funding sources, the ability to foster meaningful discussion and identification of potential solutions related to complex regional issues, the ability build teamwork among staff and member governments and demonstrated success in identifying strong staff and fostering development of existing staff and agency administrative programs.

## Skills and Past Performance

**Budget and Finance.** Must have demonstrated significant experience in successfully preparing and managing complex operating and project budgets with multiple sources of local, state and federal funding for a wide range of different types of projects and programs.

**Administrative ability.** Must have demonstrated, positive performance in working effectively with a high functioning staff in a visible organization and ensuring effective outcomes of programs and projects. Must be able to ensure that realistic schedules are set for projects and that projects and programs are operated in accordance with stated program guidelines. The successful candidate will be dedicating whatever time is necessary to achieve the vision and goals established for the position by the Hampton Roads Planning District Commission and Transportation Planning Organization Boards and to maintain and manage program/project schedules and deadlines. Knowledge of how to effectively use existing public and private resources in developing plans and proposals is a plus. Knowledge of planning principles, land use, transportation, environmental, water and air quality planning practices and principles as they relate to resolution of problems on a regional basis is a necessity. Must possess a strong set of skills and abilities to ensure maximum efficiency in planning and related program activities.

**Commission/member relations.** Ability to take time and interest in working with Commission members to keep them informed and to explain the progress and action related to the Commission’s programs. Both written and oral communications with the Commission members and related local government officials are essential. The successful candidate must be able to accept constructive criticism and to implement needed changes where identified. Candidate must be open and honest with the Commission and able to present all sides of issues that affect the HRPDC and region. The Executive Director should also be able to bring policy issues to the Commission for discussion and interpretation and must be able to carry out the Commission’s policies and directives enthusiastically. The successful candidate must willing and able to develop successful working relationships with the Commission staff, member local governments and state and federal agencies and must be able to interpret broad directives, develop policy for Commission consideration and communicate adopted policies of various levels of complexity to a wide variety of local governments and related groups.

**Commission/public relations.** Good communication skills are a must, including the ability to listen to, communicate with, and develop and maintain excellent relations with the Hampton Roads Planning District Commission/Transportation Planning Organization staff, elected and appointed officials, state and federal agencies and all segments of the region’s citizenry. The Executive Director must have an interest in adequately explaining a diverse number of Commission programs and regional issues to the Commission members, area local governments and the citizens of the region. Experience working with and understanding the processes of local, regional, state and federal planning and program requirements is highly desirable. Candidate should be able to present a confident image of the Commission to the community at large and able to demonstrate a confident, positive, productive attitude to citizens of the region. The candidate must be able to demonstrate successful past performance in effectively communicating and developing successful working relationships with citizens, local businesses, industries and state and federal agencies.

**Intergovernmental relations.** Must be able to relate to, develop and work with a large number of local, state and federal agencies in an open, honest and cooperative manner. Must have demonstrated success in supporting or participating in negotiations with other regional organizations and state and federal agencies.

### **Professional Skills and Management Style**

- Accessible and maintains good public relations with Commission members, the region’s citizens, community groups, staff, county, city and town elected and appointed officials and state and federal agencies.
- Embraces ideas from outside sources; ability to communicate with various constituencies, breaking down complex terms and programs into understandable components for discussion and interpretation.
- Able to facilitate, collaborate and coordinate with others to affect successful outcomes.
- Uses existing resources well and develops staff using appropriate training methods.
- Good analytical skills; creative; an idea person willing to think through complex problems.
- Knowledge of state and federal laws and regulations relating to regional impacts of air, water quality, transportation and land use planning.
- Self-starter, hard-working, able to work independently.
- Cognizant of role as a public servant and facilitator of regional programs.
- Clearly understands and tactfully communicates the role of the Commission with outside organizations and agencies.
- Fair in approach to decision making, willing to make a “tough” decision related to Commission operations, yet firm in application of policies, rules and laws related to Commission staff.
- Ability to manage with confidence; courage to do what’s right.
- A “hands-on” manager; willing and able to assist staff with resolving problems related to complex issues when necessary
- Flexible, can adjust to changing conditions within the region; understands political realities and has the ability to understand their impacts without becoming partisan on issues.

- Well versed in the use of technology and its current and future importance to the region.
- Critical thinker who provides no surprises to the Commission members, elected officials, staff or the general public.

### Personal Traits

- Absolutely honest and ethical; impeccable integrity and the highest degree of moral character.
- Unbiased in all dealings, regardless of the individual; apolitical, discreet, diplomatic and courteous.
- Team oriented; people person.
- Firm, yet tactful with a strong leadership style.
- Good sense of humor.
- Motivated as an individual to get the job done and improve the organization.
- Open and candid; excellent listener and empathizer.
- Creative, visionary; a big picture person.
- True desire to work within a fast paced environment and understand the dynamics of the Region.
- Confident in abilities with good common sense.

### Issues and Challenges

Issues the new HRPDC/HRTPO Executive Director may face upon arrival:

- Transportation funding for the region remains a critical issue and focus of the region; particularly in regard to ensuring the Region receives its fair share of federal and state dollars to add to TAC funds.
- Working collaboratively with other agencies to foster tax base expansion and job opportunities within the region
- Better defining the relationship of the HRPDC/HRTPO to the newly formed HRTAC
- Working to expand regional efforts to collaborate on mutually agreeable issues
- Focusing the region on implementing past strategic planning efforts, sea level rise, regional competitors

### Compensation and Benefits

The salary for the position is negotiable, based upon qualifications and experience. Excellent benefit package includes participation in the Virginia Retirement System, vacation, discretionary and sick leave, group life insurance, medical insurance, negotiated vehicle allowance and deferred compensation and professional dues and conference expenses. Relocation allowance provided.

The application deadline is November 26, 2014. To be considered please submit a cover letter, résumé and salary history along with at least five (5) professional references to:

John A. Anzivino  
Springsted Incorporated  
1564 East Parham Road  
Richmond, VA 23228  
Fax: (804) 726-9752  
E-Mail: [richmond@springsted.com](mailto:richmond@springsted.com)

Following the filing date, résumés will be screened by Springsted Incorporated based on the criteria established by Hampton Roads PDC and Hampton Roads TPO. After a process, which will include interviews and reference checks for those candidates who are determined to be best suited for the position, a group of finalists will be presented to the Personnel and Budget Committee for their consideration. The finalists should be interviewed in December 2014.

*The Hampton Roads Planning District Commission and the  
Hampton Roads Transportation Planning Organization are Equal Opportunity Employers*