

DS&MG Property and Development Services

Division: Transportation Demand Management for Site Plans

Position: Planning Specialist

Come join our award-winning team in Arlington, VA and be part of a compassionate and driven group that emphasizes collaboration, communications, and technical expertise. The Destination Sales and Marketing Group, Ltd. (DS&MG) is a business services company that operates and manages long-term transportation option programs. This is an excellent opportunity for a professional to make a difference in the lives of Arlington County residents and commuters with lasting impacts that extend to the greater Washington region.

DS&MG is seeking a Planning Specialist to work directly with developers and property managers to monitor the implementation and compliance of mandated TDM conditions. The specialist will provide technical assistance to property managers at new developments and existing special exception or use permit development sites in Arlington County. The individual will spend approximately 50% of the time managing a portfolio of existing properties in Arlington County and working with developers and property managers to evaluate, document and report on the implementation of TDM development requirements. The candidate will spend approximately 30% of time working with developers on new construction projects to manage and inspect the implementation of mandated TDM requirements. 20% of the candidate's time will be spent working strategically on research and special projects to modernize and improve the TDM for Site Plans program and updating the database.

A strong candidate will have initiative and an eye for detail while working extensively with the development and business community. Must be comfortable contacting property managers and developers via meetings, phone calls, and email regarding development requirements.

Position Summary

- Manage and annually visit approximately 100 active site plan assignments.
- Evaluate, document, and provide technical assistance on the implementation of TDM programs and bicycle parking requirements at both site plan and special use permit developments.
- Educate property managers on their obligations under conditions of development and overall goals of TDM programs.

Assist with:

- Processing approvals of Transportation Management Plans.
- Documenting and evaluating completion of occupancy permit requirements .
- Preparing and maintaining technical guidance documents, standards, and review processes for required elements of the TDM conditions of development.
- Conduct research on related TDM and real estate topics and provide memos on implementation for Site Plans program.

Responsibilities

- Maintain detailed records and documentation on compliance with conditions of development in tracking systems and databases.
- Conduct on-site interviews with building managers and maintain consistent follow up communications with sites.
- Conduct inspections of physical infrastructure at operating sites and active construction sites (bicycle parking, showers and lockers, transportation information displays, certain kinds of signage, etc.).
- Review and understand construction drawings and other technical diagrams.
- Coordinate efforts with Arlington Transportation Partners' Business Development Division and internal Arlington County divisions such as Planning, Zoning, and Site Plan Review.
- Work with the team to identify opportunities for improvement, streamlining and collaboration within the site plan process and overall Property and Development Services program.
- Keep current with industry issues by participating in trainings, webinars & industry conferences.

Desired Skills and Experience

- Bachelor's degree
- 2-4 years of experience in zoning enforcement, property management, real estate, or related fields in an office environment.
- Local government experience or customer service work experience preferred.
- Excellent written and verbal communication skills for diverse contexts and audiences.
- Proficiency in MS Office and database management.
- Experience or demonstrated interest in transportation, behavior change, urban planning, or sustainability.

Compensation and Benefits

The Planning Specialist position is full-time, 40 hours per week and reports to the Property and Development Services Manager. Salary range is 55,000-60,000. Annual paid time off, paid holidays, and benefits package including transit benefit program and employer-sponsored 401(k) program participation. Professional, technical, and high-energy work environment. Company provided laptop. Applicants must currently be authorized to work in the United States.

Submission Details

Interested candidates must submit a resume and cover letter to sheila.mcgraw@transpartners.com. Include DS&MG Planning Specialist in the Subject Line.

About The Destination Sales & Marketing Group (DS&MG)

DS&MG operates programs including Arlington County Commuter Services' Arlington Transportation Partners (ATP), BikeArlington, Mobility Lab, WalkArlington, and Capital

Bikeshare as well as outreach for Vanpool Connect and Northern Virginia Transportation Commission's I-66 Commuter Choice - Inside the Beltway program. We educate and assist our clients in offering their employees, residents, tenants, and guests' programs and amenities that support travel choice. DS&MG has led the way in the Transportation Demand Management (TDM) industry since 1998 and have a solid reputation as a firm that creates innovative programming with measurable results.