

# SPOKANE REGIONAL TRANSPORTATION COUNCIL

## POSITION DESCRIPTION

### ASSOCIATE TRANSPORTATION PLANNER

**Spokane Regional Transportation Council (SRTC)** is seeking two Associate Transportation Planners to join our team. We are looking for professionals who enjoy challenges, have great communication and project management skills, and enjoy working in a team environment.

#### **AGENCY OVERVIEW**

SRTC is dedicated to tackling challenges that transcend municipal boundaries. Challenges we face together, such as transportation choices, quality housing, and good jobs require regional solutions. SRTC is the lead agency for transportation planning for the area covered by Spokane County, Washington. SRTC is a Metropolitan Planning Organization (MPO) and a Regional Transportation Planning Organization (RTPO). MPOs and RTPOs serve the same basic transportation planning functions – develop a long-range plan, coordinate transportation planning within a region, distribute federal transportation funds, and prepare a transportation improvement program. SRTC conducts multi-modal transportation studies, travel demand modeling, performance-based planning and programming, air quality conformity and analyses, and data visualization.

#### **POSITION OVERVIEW**

The ideal candidates for the Associate Planner positions will have exceptional technical planning and communication skills. They will enjoy applying data to support complex planning and policy questions and have enthusiasm for finding new ways to tackle dynamic problems. The positions will support a wide variety of transportation planning tasks including all facets of long range regional planning, short term programming and project prioritization, performance-based planning and target setting, active transportation and transit planning coordination with Spokane Transit Authority, corridor and system analysis, and freight and economic strategy development.

The Associate Planners will conduct data analysis, visualization, and mapping using a variety of data sets. These positions will focus on collecting, analyzing, interpreting, and summarizing data; conducting statistical analyses in a variety of areas including demographic, land use, economic, housing, transportation, and to prepare projections. The positions are ideal for planners with strong GIS skills. One of the planners will manage the Transportation Improvement Program (TIP) and should be comfortable with databases and preparing reports in usable formats. Familiarity with federal/state transportation regulations, project and programming requirements, and travel demand modeling processes is beneficial.

#### **EXAMPLES OF WORK:**

- Serve as a lead or team member on the development of key agency planning projects, studies, and programs
- Collect and review data for accuracy, usefulness and quality; conduct statistical and policy analysis to formulate recommendations
- Visualize data graphically; transforming into information that can be used to guide decision making. Integrate graphic design elements to improve communication methods
- Create, modify, maintain, and analyze geospatial data sets, applying analytical tools to manipulate, analyze, query and report information
- Manage short and long-range programming functions of the agency including the Transportation Improvement Plan (TIP) and grant assistance for members
- Develop and implement procedures to evaluate and prioritize multimodal transportation improvements, ensuring compliance with federal and state requirements
- Review and recommend certification actions for comprehensive plan updates and amendments
- Provide mapping and data support for the development of agency reports, studies, plans and programs.
- Develop and provide written and oral reports to elected officials, member agency representatives, transportation stakeholders, and the public
- Facilitate diverse groups of stakeholders to form consensus recommendations

- Exercise discretion and independent judgment with regards to matters of significance for the organization

### **POSITION REQUIREMENTS**

- Bachelor's degree in Transportation Planning, Urban and Regional Planning, Engineering, Geography, or related field; and
- Three years of professional transportation planning experience, or any combination of training, education and experience that would provide the required knowledge and skills
- AICP Certification Preferred, or ability to obtain AICP certification within 2 years of hiring
- Demonstrated experience in data analytics, visualization, and mapping of planning related data; graphic design skills desirable
- Ability to apply statistical, spatial and other technical skills to analyze data to answer planning and policy questions
- Demonstrated proficiency with software packages used to analyze and transform planning related data such as Access, ArcGIS, Excel or Tableau
- Knowledge of commonly used demographic, land use or other transportation data including census, population, housing, parcel/assessor, zoning, local comprehensive plans, travel surveys, traffic counts, etc.
- Ability to communicate effectively to technical and non-technical audiences, both verbally and in writing
- Knowledge of planning and policy issues related to growth management, transportation, economics and regional governance is highly desirable
- Creative problem-solving skills to gather relevant information to solve less well-defined problems
- Understanding of applicable local, state and federal laws, rules and regulations governing transportation policies, procedures, and funding
- Ability to attend occasional evening and weekend meetings

**Exempt position- Salary dependent upon qualifications and experience (Range \$66,795 to \$83,225); background check required before employment. A robust benefit package is offered including medical, dental, vision and life insurance; sick and vacation leave; and retirement benefits through the Washington State Public Employees' Retirement System (PERS).**

### **WORKING AT SRTC**

SRTC is an Equal Opportunity Employer that values diversity in the workplace. SRTC welcomes all qualified applicants regardless of race, color, age, sex, religion, national origin, physical or mental disability, pregnancy, marital status, veteran or military status, generic information, or sexual orientation.

### **APPLICATION INSTRUCTIONS**

To be considered for this position applicants should electronically submit the following application package:

- \* **Cover letter**
- \* **Resume with references**
- \* **Two writing samples**
- \* **Two visual work samples (map or graphic design)**
- \* **Affirmative Action form**

Please send application materials to [ggriffin@srtc.org](mailto:ggriffin@srtc.org). Hard copies may be sent to 421 W. Riverside Ave, Suite 500, Spokane, WA 99201. Submittals will be reviewed as they are received.

**First review deadline is January 22, 2019.**

## AFFIRMATIVE ACTION INFORMATION FORM

Spokane Regional Transportation Council (SRTC) is an Equal Opportunity Employer. We are required by State and Federal law to maintain certain statistical information on job applicants and employees. **This information is used for statistical purposes only. This form will be kept separate and confidential from your application.** Information regarding race, sex and ability level is voluntary, but it is required that you fill in your name, address and phone number.

### PERSONAL INFORMATION

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Today's Date: \_\_\_\_\_ Gender:      Male              Female

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### ETHNIC ORIGIN (PLEASE SELECT ONE OF THE FOLLOWING)

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**Hispanic/Latino** Of Mexican, Puerto Rican, Cuban, South American, or other Spanish culture or origin, regardless of race.

#### Non-Hispanic/Latino Ethnic Origin:

**White** Having origins in any of the original peoples of Europe, the Middle East or North Africa who is not of Hispanic origin.

**Black/African American** Having origins in any of the black racial groups of Africa.

**Native Hawaiian/Pacific Islander** Having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian** Having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including are China, Japan, Korea and the Philippine Islands.

**American Indian/Alaska Native** Having origins in any of the original peoples of North, Central and South America and who maintain tribal affiliation or community attachment.

**Two or More Races** (all persons who identify with more than one of the above)

### Veteran Status

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Not a veteran                      Vietnam-era veteran

Disabled veteran                      Any other veteran

### Ability Level

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Disabled                      Non-Disabled

**Please fill out this form and return to SRTC with your application and/or resume.**