



SPOKANE REGIONAL TRANSPORTATION COUNCIL  
Associate Transportation Planner II

Updated: October 16, 2019

**MISSION:** Develop plans and programs that coordinate transportation planning in the Spokane Region.

**SRTC VISION:** The Spokane region possesses the best multi-modal / multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

**ORGANIZATIONAL VALUES:**

Regional Leadership  
Transparency

Collaboration  
Inclusiveness

Accountability  
Integrity

Innovation

**JOB TITLE:** Associate Transportation Planner II

**STATUS:** Full-time; Exempt, Not eligible for overtime.

**DIRECT REPORTS:** None.

**REPORTS TO:** Principal Transportation Planner / Executive Director

**ROLE SUMMARY:** The Associate Transportation Planner role involve data collection, analysis, research, modeling, map preparation, monitoring traffic count data, and updating socio-economic and building permit information. Data collection responsibilities are carried out through field surveys, secondary research, and other methodologies, performing analysis of the data using computer modeling and spreadsheet for preparing reports and presentations for distribution. This role 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/visualizations and mapping tools. This role's demands are ideal for planners with strong GIS skills. Planners may be assigned management of the Transportation Improvement Program (TIP), working with databases and preparing reports in professional usable formats.

The following description outlines the role and its alignment with SRTC's Mission, Vision and Values.

These lists contain the essential job duties, functions and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

**COMPETENCIES:**

1. Professional / Inter-Personal Communications: Communicating effectively as appropriate for the needs of the audience (by telephone, in written form, e-mail, or in person).
2. English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
4. Critical Thinking, Sound Professional Judgment and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Service Orientation: Actively looking for ways to help people. Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
6. Computers and Electronics: Intermediate working knowledge and skill operating technology/computer based work programs/software commonly used within professional settings.
7. Time Management: Managing one's own time and the time of others.

## RESPONSIBILITIES & DUTIES:

- A. The Associate Transportation Planner II is expected to perform all duties and responsibilities as described, in a professional and appropriate manner that is reflective of the Mission, Vision and Values of SRTC. In addition, these expectations, other duties and responsibilities may be assigned.
- B. Collects data from primary and secondary sources.
- C. Conducts record searches, inventories, and specific interviews necessary to complete an assigned project.
- D. Performs basic-to-intermediate level air quality modeling projects.
- E. Serve as a team member on the development of key agency planning projects, studies, and programs
- F. May be assigned to serve as the SRTC's ADA Coordinator and Title VI Coordinator, including Title VI project analyses.
- G. Collect and review data for accuracy, usefulness and quality; conduct statistical and policy analysis to formulate recommendations
- H. Visualize data graphically; transforming into information that can be used to guide decision making.
- I. Integrate graphic design elements to improve communication methods
- J. Is assigned data analysis, research and visual representation functions, which require performing additional data processing tasks, such as: mapping, cartography, graphic design, and demographic analysis.
- K. Create, modify, maintain, and analyze geospatial data sets, applying analytical tools to manipulate, analyze, query and report information
- L. Provide project support on short and long-range programming functions of the agency including the Transportation Improvement Plan (TIP) and grant assistance for members.
- M. Implement established procedures to evaluate and prioritize multimodal transportation improvements, ensuring compliance with federal and state requirements.
- N. Development and maintenance of company-related email and media contact databases.
- O. Review and recommend certification actions for comprehensive plan updates and amendments
- P. Provide mapping and data support for the development of agency reports, studies, plans and programs.
- Q. When assigned, develop and provide written and oral reports to elected officials, member agency representatives, transportation affiliated stakeholders, and the general public.
- R. Participate with discussions and evaluations involving diverse groups of stakeholders to form consensus recommendations.
- S. Support the coordination of company website & social media strategies and assist with the development of presentation materials that speak to the company's mission and digital footprint.
- T. With assigned projects and responsibilities, this role is expected to exercise discretion and independent judgment with regards to critical functions and deliverable that are significant to the organization and its stakeholders.
- U. Associate Transportation Planners are also expected to provide support and assistance to the Principal Transportation Planner on a variety of functions, where the work demands require additional Planners to be involved.
- V. Perform other duties as assigned, consistent with the position level and description.

## MINIMUM QUALIFICATIONS:

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the pre-requisites outlined below.]

### Associate Transportation Planner II:

#### Required Experience:

- a. 2-3 Years of successful professional transportation planning experience
- b. Demonstrable experience with data analytics, visualization, and mapping of planning related to metropolitan planning data.

**Preferred:** Demonstrable graphic design skills and experience.

#### Required Credentials:

- B. Graduation from an accredited four-year college or university with a bachelor's degree in Planning, Transportation, Urban and Regional Planning, Engineering, Geography, or related field is required.
- C. A valid state issued motor vehicle operator's license is required
  - a. **Preferred:** AICP Certification, or the ability to obtain AICP certification within 2 years of hiring

#### Required Knowledge, Skills & Abilities:

1. An understanding and a basic-to-intermediate-level of familiarity with federal / state transportation planning process.
2. Basic-to-intermediate-level of knowledge and understanding of transportation regulations, project and air quality programming requirements, and travel demand modeling.
3. Skilled in performing basic-to-intermediate mathematical computations including elementary statistics.
4. Skilled in writing narrative and statistical reports.
5. Skilled in using databases and spreadsheets.
6. Skilled in establishing and maintaining effective working relationships with other employees, outside agencies, and the public.
7. Skilled with software packages used to analyze and transform planning related data; such as Access, ArcGIS, Excel or Tableau
8. Skilled with creative problem-solving to gather relevant information to solve poorly defined problems
9. Skilled with communicating effectively to technical and non-technical audiences, both verbally and in writing
10. Ability to attend scheduled evening meeting on projects or programs being conducted by the agency.
11. 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.
12. Basic knowledge of planning and policy issues related to growth management, transportation, economics and regional governance.
13. Basic knowledge and ability to understand of applicable local, state and federal laws, rules and regulations governing transportation policies, procedures, and funding.
14. Ability to apply statistical, spatial and other technical skills to analyze data to answer planning and policy questions
15. Ability to attend occasional evening and weekend meetings, and associated work functions.

**MENTAL & OTHER SKILLS/ABILITIES:** For an employee to succeed in this position they must have:

- A. **Adaptability:** ability to adapt to changes, delays or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- B. **Analytical Ability:** ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- C. **Attendance:** ability to consistently arrive and be able to work as scheduled.
- D. **Computer/Technical Ability:** working knowledge of:
  - a. Word Processing software
  - b. Spreadsheet software
  - c. Internet software
- E. **Dependability:** ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- F. **Interpersonal Skills:** ability to maintain satisfactory relationships with others, excellent customer service skills and a good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- G. **Judgment:** ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions.
- H. **Language Ability:**
  - a. **High Ability:** ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to effectively before groups of customers, and the general public.
- I. **Mathematical Ability:**
  - a. **High Ability:** ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- J. **Motor Coordination:** the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.
- K. **Problem Solving Ability:** ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.
- L. **Quality Management:** ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.
- M. **Reasoning Ability:** High ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram form.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

[Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

This position is an office environment-based role, there are no specific or unusual physical or environmental demands regularly required of the incumbent outside of a professional office environment. Frequent and continuous physical activities required, include: Sitting, typing, writing, hearing, listening, talking, bending, stooping, and lifting up to 25 pounds. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuation.

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#### **EEO STATEMENT**

SRTC is an Equal Opportunity Employer. SRTC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.