



JOB DESCRIPTION

POSITION: ASSOCIATE PLANNER (F/T EXEMPT)
REPORTS TO: EXECUTIVE DIRECTOR

SUMMARY

Under direction of the Executive Director, the Associate Planner compiles and analyzes transportation and socio-economic data for use in preparing technical studies and reports; assists in updating regional transportation plans; assists in maintaining and using SCOG models; prepares detailed technical reports; participates in planning studies; responds to requests from local member jurisdictions and other SCOG staff for information, data and technical assistance, including GIS analyses and mapping, and; other related duties as assigned.

The Associate Planner may supervise others and works cooperatively with other SCOG staff as well as representatives from other agencies, members of the general public and staff from non-government organizations and associations and others. The Associate Planner will represent SCOG at public meetings that may include officials from public or private sectors.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities of the Associate Planner position include:

- Under the general direction from of the Executive Director, develop specific projects from concept to completion including finding and applying for pertinent grants and other funds.
- Work with Executive Director in meeting SCOG responsibilities to prepare, review, revise and update the Regional Transportation Plan and cooperate with the Washington State Department of Transportation in developing the Washington Transportation Plan (WTP).
- Assist in advising local jurisdictions on matters pertaining to transportation and census-related data and information as well as collect, analyze, organize and distribute such information.

- Assist with research and compilation of facts and data, communication with representatives of multiple organizations, organizing and writing project reports, developing presentation graphics, progress reporting, and record keeping.
- Facilitate meetings of elected officials, agency staff, members of the public, stakeholders and others.
- Lead planning studies and transportation programming, such as the Human Services Transportation Plan, Regional Transportation Improvement Program, and Intelligent Transportation Systems Architecture.
- Assist with the development and maintenance of the regional travel demand model. Cooperate in developing population and employment forecasts as inputs into the model and regional comprehensive planning processes.
- Assist with the development of the annual Unified Planning Work Program.
- Lead project selection and prioritization processes including the Surface Transportation Program, Transportation Alternatives Program and Special Needs Transportation Projects.
- Develop and administer consultant contracts and implement procurement policies by drafting requests for proposals & requests for qualifications, interviewing consultants, selecting consultants and negotiating professional services contracts.
- Develop and administer interlocal agreements with local government agencies as necessary to implement the work program.
- Work with outside agencies such as Skagit Transit, Island Transit and Whatcom Transportation Authority to develop, maintain, and share transportation system data.
- Other projects may include preparation of transportation/land use studies, corridor studies, comprehensive plan development/updates, major investment studies, alternatives analysis, economic development studies, environmental impact statements, traffic operations analysis, and public involvement activities.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree in urban, regional or transportation planning, economics, geography, engineering, or closely related discipline. Knowledge of principles and practices in the following areas: transportation, land use and economic development planning. The Associate Planner must have an understanding of transportation planning concepts and

demonstration of superior written and oral communication skills in cooperative problem solving with citizens, consultants, and partners in the planning process. At least two years of progressively responsible experience in transportation planning, GIS and/or travel-demand analysis, modeling and forecasting.

KNOWLEDGE AND SKILLS

Must be able to work independently and communicate effectively with staff, partners, public, and elected officials in English – both verbally and in writing – and produce clear, concise written technical reports. Must be proficient in the use of Microsoft Office applications (Word, Excel, PowerPoint, Access, and Outlook). Experience with Adobe applications (Acrobat, Illustrator, Photoshop, InDesign), ArcGIS, travel demand modeling or traffic operations software is desirable. Experience with Wordpress website software is desirable.

Training the candidate on software applications that require basic understanding may occur after hire to fulfill the duties of the position. Knowledge of other software not identified here may also be obtained after hire.

OTHER

Must have a valid driver's license at time of hire and throughout employment.