



JOB DESCRIPTION

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

SUMMARY

Under direction of the Executive Director or Senior Planner, 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 of the Executive Director or Senior Planner, develop specific projects from concept to completion, including finding and applying for pertinent grants and other funds;
- Work with Executive Director or Senior Planner 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;
- 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 researching and compiling facts and data, communicating 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 transportation planning and programming processes, such as the Coordinated Public Transit-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 or assist in project selection and prioritization processes including the Surface Transportation Block Grant Program, Transportation Alternatives 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;
- Prepare 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; and
- Other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree in urban planning, regional planning, transportation planning, economics, geography, engineering or closely related discipline; knowledge of principles

and practices in transportation planning, land use planning and economic development planning; an understanding of transportation planning concepts; demonstration of superior written and oral communication skills in cooperative problem solving with citizens, consultants, and partners in the planning process; at least two (2) years of progressively responsible experience in transportation planning, GIS and/or travel-demand analysis, modeling and forecasting; or any combination of education and experience that would provide the applicant with proven skills, knowledge, and ability required to perform the job.

KNOWLEDGE AND SKILLS

Must be able to work independently and communicate effectively with staff, partners, the 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.