



## 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 assists SCOG in meeting responsibilities as a Metropolitan Planning Organization and a Regional Transportation Planning Organization; 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; assists with development of agency budget; prepares detailed technical reports; participates in and authors 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 public and staff from non-government organizations, associations and others. The Associate Planner represents SCOG at public meetings that may include officials from public or private sectors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This description reflects the general concept and intent of the classification. It should not be construed as a detailed statement of all the work requirements that may be inherent to the position.*

Essential 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 and participating jurisdictions, to prepare reports such as but not limited to the required Regional Transportation Improvement Program (RTIP), Unified Planning Work Program (UPWP), Public Participation Plan, Coordinated Public Transit-Human Services Transportation Plan, Intelligent Transportation Systems Architecture and the Regional Transportation Plan;

- Provide staff support to SCOG Board of Directors, Transportation Policy Board, Growth Management Steering Committee, and advisory committees. Applies working knowledge in establishing and using methodologies for research, analysis, preparation, compiling and coordination of data and information to support studies, prepare documents, writing project reports, developing presentation graphics, progress reporting and record keeping;
- Attend a variety of meetings and trainings including SCOG Board meetings, advisory committee meetings, professional group meetings, Washington State Department of Transportation meetings.
- Present to the SCOG Board of Directors, Transportation Policy Board, Growth Management Act Steering Committee, SCOG Technical Advisory Committee, Non-Motorized Advisory Committee, community meetings, and stakeholder groups.
- Facilitate meetings with attendees including, agency staff, members of the public, stakeholders and others;
- Under the general direction of the Executive Director or Senior Planner, lead transportation planning and programming processes;
- 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;
- Lead or assist in project selection and prioritization processes;
- Develop and administer consultant contracts and implement procurement policies by drafting requests for proposals and 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 WSDOT, transit agencies and other stakeholders;
- Adhere to federal, state and local regulations as they apply to the assigned project or program in order to demonstrate compliance;
- Support supervisory staff in advising the Executive Director and decision making/advisory boards/committees of program or project needs, public policy issues, planning procedures, comprehensive and special plans, and related regulations;

- Prepare transportation/land use studies, corridor studies, comprehensive plan review, major investment studies, alternatives analysis, economic development studies, environmental impact statements, traffic operations analysis, and public involvement activities; and
- Other duties as assigned.

## EDUCATION, TRAINING AND EXPERIENCE

Bachelor's degree in urban planning, regional planning, transportation planning, economics, geography, engineering or closely related discipline. A planning degree obtained from a Planning Accreditation Board accredited program is desirable.

Three to five (3-5) 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.

## LICENSES AND CERTIFICATIONS

American Institute of Certified Planners certification and/or Professional Transportation Planner certification preferred.

## KNOWLEDGE, SKILLS AND ABILITIES

*The knowledge and abilities reflect the general concept and intent of the classification. Whether the applicant brings these abilities to the job or is trained while on the job, they are considered an essential part of this job description.*

Ability to establish and maintain effective working relations with agency members, planning staff, and the community.

Ability to prepare and administer work programs, budgets, grant applications and requirements, manage and adhere to work schedules and progress reviews.

Ability to work in a team environment, with limited supervision.

Ability to write clear and concise reports, documents and plans and communicate effectively both orally and in writing with individuals and groups regarding complex issues or regulations.

Specialized knowledge of a functional area of planning and its relationship to the comprehensive planning process, and/or technical expertise in a functional area of the planning process and the associated methodologies and techniques.

Experience with and enthusiasm for organizing, conducting and participating in public meetings.

Knowledge of and demonstrated expertise in planning principles, practices, regulations, and techniques in the field of land use, environmental, transportation and other areas of planning.

Knowledge of and experience in research methods and the ability to compile, analyze and present data in meaningful formats and mediums.

Skills in graphic communication and computer applications appropriate for the assigned tasks, including familiarity and experience with GIS applications.

Ability to use technology and software related to computer and communications as required for the position including Microsoft 365, Adobe applications (Acrobat, Illustrator, Photoshop, InDesign), ArcGIS, travel demand modeling and WordPress.

Knowledge of applicable local, State, and Federal laws, codes, regulations, and ordinances.

Skills in project management practices and methods.

Ability to maintain accurate records, filing systems, retention policies and compliance with Washington state public records laws.

Ability to maintain regular and reliable attendance.

Ability to attend meetings off site and outside regular working hours.

## PHYSICAL DEMANDS, EQUIPMENT AND WORKING CONDITIONS

Work is generally performed in an office environment requiring extended periods of sitting and concentrating; exposure to computer-related conditions with the occasional lifting of supplies/materials up to 30lbs.

Duties involve travel to attend meetings and conduct work within the local region and, on occasion, the state capital and other areas within Washington state.

Working conditions require the ability to work well and complete duties under deadlines while attending to multiple duties simultaneously.