



Puget Sound Regional



Program Manager – Transportation Funding

Closes: The position is open until filled with applications reviewed beginning Thursday, March 5, 2018.

Status: Regular Full-time, 40 hours per week; Exempt FLSA status.

Salary: The starting salary range is \$86,000 - \$125,000 annually, DOE, with full benefits.

Location: Puget Sound Regional Council; Downtown Seattle, Washington

About PSRC

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and also plays the leading regional role in growth management and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The Position

PSRC is seeking a Program Manager to be the team lead on a variety of tasks and activities that support the implementation of transportation projects in the central Puget Sound region. The position will provide leadership and support to the Transportation Planning Department, and will manage the project selection process for PSRC's Federal Transit Administration and Federal Highway Administration funds. The position will also manage the development of the regional Transportation Improvement Program (TIP) and the ongoing project tracking program ensuring delivery of transportation investments funded by PSRC. This work requires extensive collaboration and coordination with membership from around the region, including facilitation and management of PSRC staff committees.

The Candidate

The ideal candidate will have:

- Knowledge of federal and state metropolitan transportation planning requirements.
- Knowledge of, and experience with, federal and state transportation funding programs.
- Strong attention to detail, follow-through and organization. Highly developed verbal, listening, communication, and interpersonal skills. Excellent writing and communication skills.
- Ability to lead and supervise teams, establish completion.
- The ability to lead and facilitate a variety of internal and external staff and committees, and to develop positive, successful working relationships.
- Knowledge of transportation project requirements, such as environmental approval, permitting, right of way processes, etc.
- Ability to perform data analysis and research, synthesize and summarize analytic processes and findings, and make recommendations.
- Technical proficiency with a range of computer applications, including Microsoft Word, Excel, and Access.



Experience and Education

- Bachelor's degree in planning or related field; Master's degree preferred.
- Eight years increasingly responsible experience in transportation, urban or regional planning.
- Three years of lead or supervisory direction to other staff.
- Or, any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

To Apply

- To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.
- The voluntary and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify — Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit <http://www.psrc.org/about/careers>.
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to: Puget

Sound Regional Council, attn: HR
1011 Western Avenue, Suite 500
Seattle, WA 98104-1035

About the Puget Sound Region



Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world's most successful and innovative companies are based here, including Boeing, Microsoft, Starbucks, Amazon, Costco, Paccar, Weyerhaeuser, Nordstrom, and many more. Outdoor activities are especially plentiful given the region's natural beauty and mild climate. Hiking in the Olympic or Cascade mountains, kayaking on Lake Union, or cycling on one of the many rail-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.

Benefits

PSRC provides a compensation package that includes a salary and benefits that represent approximately 30% of an employee's total compensation package. Benefits-eligible employees at PSRC are provided a wide range of benefits including:

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation
- Personal Time Bank (PTB)/Vacation Pay
- Holiday Pay
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Transportation Incentive Plan (TIP)
- Flexible Spending Accounts (FSA)
- Life Assistance Program (LAP)
- Long-Term Care (LTC)
- Flexible Work Schedules