



# TRANSPORTATION PLANNER

**\$53,256 - \$64,992**

*Plus Excellent Benefits*

*Apply by*

**August 13, 2017**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Located in Kelso, WA, the Cowlitz - Wahkiakum Council of Governments (CWCOG) serves an area primarily within the southwest Washington counties of Cowlitz and Wahkiakum. This Lower

Columbia region is nestled between the Cascade Mountains and ocean beaches, and is considered one of the Northwest's best outdoor playgrounds. Fishing, hunting, hiking, camping, boating, mountain climbing and skiing are among the many activities one will find in Southwest Washington.

CWCOG offers an experienced public service or regional planning professional an outstanding career. If you are looking for a challenging position and want to live in the beautiful Pacific Northwest, then this is the perfect opportunity for you!

## THE REGION

The region offers residents a comfortable, small-town lifestyle with access to the many outdoor recreational and cultural opportunities to be found on the Pacific Coast, the nearby mountains, and the two major metropolitan cities of Seattle, WA and Portland, OR. Cowlitz County is the 28th largest out of 39 counties in Washington State and is home to approximately 102,000 residents. The county covers 1,144 square miles within the southwestern region of Washington. It forms the Longview, Washington, Metropolitan Statistical Area which encompasses all of Cowlitz County. The county seat is at Kelso, and its largest city is Longview.

Wahkiakum County is 264.2 square miles in area, the third-smallest of Washington's 39 counties and the smallest on the mainland. Wahkiakum County lies near the mouth of the Columbia River in southwest Washington. The name comes from a Cathlamet Indian village located on the north bank of the Columbia River near the present town of Cathlamet. The area was once known as the "Timber Capital of the World" and still produces a large supply of logs and finished lumber for domestic and international markets. More recently, tourism, bulk exports and specialty manufacturing have become the key regional sectors of the region.



## THE ORGANIZATION

The Cowlitz-Wahkiakum Council of Governments (CWCOG) was established in 1961 as the Cowlitz Regional Planning Commission. In 1974, it was reorganized and renamed the Cowlitz-Wahkiakum Governmental Conference and, in 1992, Cowlitz-Wahkiakum Council of Governments. The agency is a voluntary association of general and special purpose governments and agencies in the Lower Columbia region. CWCOG is supported by a membership of 33 entities made up of counties, cities, school districts, utility districts, ports, fire districts, economic development councils, a community college and other non-profit agencies in the region.

CWCOG has a varied work program with initiatives undertaken in the areas of regional and local planning, transportation planning, community and economic development planning, technical assistance and a wide array of contractual services. Financial support for CWCOG services comes from annual membership fees, project specific federal and state grants and contractual revenues.



CWCOG is a board-directed organization that meets once-a-month to oversee operations, approve policy direction, and discuss issues of importance to the region. CWCOG's 2017 annual budget is \$1.15 million, and covers approximately 7 FTE's.

### **CWCOG programs include:**

#### **Transportation**

CWCOG is designated as a bi-state Metropolitan Planning Organization, comprised of the urbanized area of Longview and Kelso, Washington, and (crossing over the Columbia River) the City of Rainier, Oregon. The urbanized area, originally designated as an MPO in 1982 by federal and state governments, covers an area of over 62,000 people. CWCOG is also the lead agency for the five-county Southwest Washington Regional Transportation Planning Organization (SWRTPO) comprised of Cowlitz, Grays Harbor, Lewis, Pacific and Wahkiakum counties.

#### **Planning/Community Development**

CWCOG's team of experienced, professional planners helps communities with short-range and long-range planning services, code updates, development review services, comprehensive planning, neighborhood plans, and other services requested by its members, such as document research and preparation; code and permitting assistance, grant application development, and community visioning.

#### **Economic Development**

CWCOG collaborates with local governments, economic development councils, non-profit agencies and the community to address issues and resources needed to advance the region's economic condition and strengthen its competitive advantages.



### **THE POSITION**

Reporting to the Executive Director, the Transportation Planner is responsible for research, development, and the implementation of plans, studies, and recommendations pertaining to transportation, land use planning, comprehensive planning, community development, housing, urban growth management, demographic information, economic development, environmental issues, and other regional and community planning areas. The Transportation Planner also conducts data research and analysis, prepares reports, works with local jurisdiction staff, committees, planning commissions, and the public, and assists with development of scopes of work for agency budgets and grant applications, and authors plans and studies.

The position is one of the two transportation planning positions that work collaboratively on a variety of technical and procedural activities related to the five-county regional transportation planning program and the federally designated metropolitan planning organization for the urbanized area. The position involves extensive work with committees of member jurisdiction staff, elected officials and the public.

#### **Other responsibilities include:**

- Applies working knowledge in establishing and using methodologies for research, analysis, preparation, and coordination of data and information to support studies, prepare documents and materials for public policy issues, planning, and community development.
- Prepares and presents reports, graphics and other materials, designs or identifies training opportunities, facilitates work group sessions and develops outreach materials to further understanding of project or program planning efforts and impacts on the community.
- Adheres to federal, state and local regulations as they apply to the assigned project or program in order to demonstrate compliance.
- Under guidance of supervisor staff, develops grant applications and, in coordination with the Director and Office Administrator, may administer agreements/contracts with funding and participating agencies and organizations.
- Assists with revising local policies, plans and legislation, projecting trends, and monitoring socioeconomic changes with respect to individual programs and projects as needed.

- Responds to public inquiries for data and information on planning processes or program related public policies, procedures and regulations.
- Works with multi-jurisdictional advisory committees at the local and state levels such as the Metropolitan Planning Organization, the five county Regional Transportation Planning Organization and the Regional Technical Advisory Committee throughout all phases of the transportation planning program, as well as, transportation staff at the local, state and federal levels.
- In coordination with other transportation staff and participating jurisdictions, helps develop and prepare plans and documents such as but not limited to the required Regional Transportation Improvement Program (RTIP), Unified Planning Work Program (UPWP), Public Participation Plan, and the Long-Range Metropolitan and Regional Transportation Plan.



**IDEAL CANDIDATE**

**Education and Experience:**

A Bachelor's degree in Urban and Regional Planning or a similar field, and three (3) to five (5) years of planning experience related to transportation is required. A graduate degree in Urban and Regional Planning or a related field, and GIS experience is preferred.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of and demonstrated experience with principles, practices, regulations and techniques in the field of transportation, land use, environmental, community development and other areas of planning.
- Ability to prepare reports, processes and tools that are the key outcomes of important projects, and the ability to make recommendations regarding broader situations or events in accordance with professional principles.
- Strong generalist skills including requisite planning, organizational and people skills preferred.
- Ability to establish and maintain effective working relations with state and local agency members, planning staff and the community.
- Ability to work in a team environment to enhance the growth, development and livability within the region.
- Ability to write clear and concise reports, documents and plans and effectively communicate them.
- Experience with and enthusiasm for organizing, conducting and participating in public meetings and hearings.
- Knowledge of and experience with geographic information systems, graphics design and public presentation methods and materials.



**OPPORTUNITIES & CHALLENGES**

The CWCOG leadership has set a goal to strengthen and refresh partnerships, products and relationships that have been in place for several years. With a membership of 33 agencies and over 60 members and alternates compiling only one of the three major agency boards, making meaningful connections can be challenging. The CWCOG Executive Director is looking for staff with abilities to aid in refreshing the agency's vision, strengthening its relationships, and partnering with leadership to build more effective collaboration amongst stakeholders. Bringing new, innovative ideas to an area deemed economically distressed takes creativity, energy, vision and commitment to see the ideas flourish. Engaging in long-range transportation planning in an ever-changing environment requires big-picture vision with the ability to see the details to make it work.

- Knowledge of and experience in research and survey methods and the ability to compile, analyze and present data in meaningful formats and mediums.
- Knowledge of Washington State laws, policies, guidelines, regulations, and manuals regarding transportation such as Washington State Local Agency Guidelines, US Codes Title 9 and 23, 45 and 49, and Revised Code of Washington 47.80 and 49 is preferred.

## COMPENSATION & BENEFITS

- **\$53,256 - \$64,992 DOQ**
- Medical, Dental, Vision
- 10 paid holidays plus one floating holiday
- Paid vacation and sick leave
- Washington State Public Employees Retirement System (PERS), in lieu of Social Security
- VOYA 457(b) Plan (*Optional*)
- Long-Term Disability

[www.cwcog.org](http://www.cwcog.org)

CWCOG is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 13, 2017** (first review, open until filled). Applications, writing sample, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to [www.prothman.com](http://www.prothman.com) and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

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