

# City of Spokane Valley Employment Opportunity

## POSITION: SENIOR PLANNER - TRANSPORTATION

**ABOUT THE CITY:** Spokane Valley is a city with a current population of over 94,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination.

Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a full-time Senior Planner - Transportation in our Community and Public Works Department, Economic Development Division. The ideal candidate will support the division in performing duties associated with complex transportation planning work. Must have exceptional technical skills and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** Provides professional expertise in complex professional transportation planning work. Duties may also include performing research and providing technical assistance by collecting, analyzing, interpreting, and summarizing information. Prepares and writes grant applications, assists in the development of reports, studies, plans, and programs. Assists with complex transportation planning projects, develops and provides written and oral reports to elected officials, member agency representatives, transportation stakeholders, and the public. Assists in the development of the City Transportation Improvement Program (TIP). Responds to local citizen inquiries on the TIP and other capital improvements relating to transportation. Assists with the administration of consultant contracts, including consultant selection, contract development and monitoring, and project delivery, as assigned. Assists with the development of procedures to evaluate and prioritize multimodal transportation improvements. Attend evening meetings as assigned.

**DESIRED MINIMUM QUALIFICATIONS:** Graduation from a four-year college or university with a degree in transportation planning, urban and regional planning, engineering, architecture or a closely related field; and minimum of seven (7) years previous professional urban planning experience; significant transportation Planning experience strongly preferred. Equivalent combination of education and experience may be considered.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of current principles and practices of transportation planning, infrastructure planning and development, and urban and regional planning; technical research methods including skills in using mathematical computations for statistical estimating and forecasting; applicable local, state and federal laws, rules and regulations governing transportation policies, procedures, and funding. Knowledge of transportation, land use, and air quality modeling processes. Ability to communicate effectively both orally and in writing, including the ability to express complex issues clearly and concisely. Ability to prioritize multiple tasks and complete tasks on time. Ability to work as part of a project team by supporting activities necessary to accomplish projects in a timely and professional manner. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of a background check, including a criminal check, is a requirement of employment at Spokane Valley.

**SALARY:** Anticipated hiring range is \$5,248- \$5,667 per month DOQ plus excellent benefit package. Full salary range is \$5,248 - \$7,724, per month. This is a represented, FLSA exempt position, in the Community and Public Works Department.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, health reimbursement account contributions and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and list of five (5) work-related references (name and phone number) via our [Online Application System](#). The Online Application System can be found on our website at <http://www.spokanevalley.org>.

**APPLICATION DEADLINE:** Apply Immediately. Posted July 5, 2017. Open Until Filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

## **PLEASE POST**

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