Closes: The position is open until filled with applications reviewed beginning April 12, 2021.
Status: Regular Full-time, 40 hours per week; Non-exempt FLSA status.
Salary: The starting salary range is $44,000 - $51,000 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. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to help the region thrive, now and into the future. The agency serves as the region’s Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

The Position
PSRC is seeking a Data Technician to perform a variety of data processing activities under general supervision. The position will provide general assistance and support of the Transportation Improvement Program (TIP), a list of current transportation projects within King, Kitsap, Pierce, and Snohomish Counties. It will also assist with other databases and data-related tasks for the Transportation Planning Division. This position will be responsible for a range of quantitative and qualitative work in support of transportation planning and funding. This work will include, but is not limited to, the following tasks:

- Collect, organize, analyze, and process data submissions from external agency staff for inclusion in the TIP database.
- Assist stakeholders with data submissions.
- Assist with quality control and ensure that the data in the TIP meet all state and federal requirements.
- Provide quantitative analysis of data in PSRC databases.
• Prepare TIP and other data for inclusion in an online web map and other visualization formats.
• Respond to periodic data requests using the TIP and other databases.
• Communicate PSRC’s TIP policies and funding requirements to external agency staff.
• Facilitate team review meetings.

The Data Technician will analyze, summarize, and validate data and prepare final reports and maps for presentation and publication. The position will also assist in providing staff support to advisory committees and perform other related duties as assigned.

The Candidate:
At a minimum, a candidate must possess:
• Excellent organizational skills and attention to detail.
• The ability to work on several projects or issues simultaneously.
• Technical proficiency and demonstrated experience using basic computer software such as Internet browsers and Microsoft Office products (Word, Excel, PowerPoint, and Outlook).
• An interest and aptitude to expand technical skills, particularly database querying with SQL.
• Strong oral and writing communication skills, and the ability to work well with professionals, staff, and the public.
• Initiative and ability to work independently, as well as collaboratively as part of a team.
• A willingness to learn, be receptive to feedback, and embrace continuous improvement.

The ideal candidate will also possess:
• Technical proficiency and demonstrated experience using Microsoft Access and/or other database management systems, particularly the creation of queries of complex table relationships.
• Experience or interest in basic scripting, particularly SQL, JavaScript, Visual Basic, Python, or Ruby.
• General GIS skills including data entry and map production.
• An interest in local and regional government.
Experience and Education:

- Bachelor’s degree in related field or Associate degree with at least one year of college coursework or experience in data-related activities.
- Experience in data management and processing.
- 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: [https://www.psrc.org/about/careers](https://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 Microsoft, Starbucks, Amazon, Boeing, 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 rails-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
- 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