



Puget Sound Regional Council

Assistant Planner

Closes: The position is open until filled with applications reviewed beginning May 18, 2022.

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

Salary: The starting salary range is \$68,000 - \$74,000 annually, DOE, with full benefits.

Location: Puget Sound Regional Council; Downtown Seattle, Washington; The position may be eligible for hybrid or remote work (within Washington state).

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 diverse 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 is the regional leader for growth management, transportation, 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 an Assistant Planner to join its Transportation Planning Division to perform a variety of technical planning activities under general supervision. This position will support planning-related tasks by performing quantitative and qualitative research using a variety of demographic, economic, land use, and transportation datasets. This work will include, but is not limited to, the following tasks:

- Collect, process, organize, and manage a wide variety of planning-related data.
- Visualize data through maps, charts, and other graphical displays to help examine, transform, and convey data within a policy context.
- Perform research, synthesize and summarize analytic processes and findings, and make recommendations to help develop major planning programs, including the Transportation Improvement Program and implementation of the Regional Transportation Plan. Regional Transportation Plan implementation work could include but is not limited to assessing improvements to transit access, pedestrian and bicycle planning, and equitably addressing the mobility needs identified in the Coordinated Mobility Plan.
- Ensure high quality and maintain proper documentation for products.

THE CANDIDATE:

The ideal candidate will have:

- Demonstrated experience in data analytics, visualization, and mapping of planning-related data. Ability to apply statistical, spatial, and other technical skills to analyze data to answer planning and policy questions.
- Demonstrated proficiency with common software packages used to analyze and transform planning-related data, such as Access, ArcGIS, Excel, R programming or Tableau.
- Knowledge of commonly used demographic, land use, and transportation data, such as Census, population, housing, parcel/assessor, zoning, local comprehensive plans, activity and travel surveys, traffic counts, and others.
- Ability to communicate effectively both orally and in writing.
- Excellent attention to detail, organization, and problem-solving skills. Able to coordinate between multiple and diverse work tasks with limited supervision.
- Ability to work independently and as part of a team, and with the general public and planning professionals.
- Knowledge of planning and policy issues related to growth management, transportation, economic development, and

local and regional governance is highly desirable.

EXPERIENCE AND EDUCATION:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:

- Bachelor's degree in urban planning, geography, or related field.
- At least one-year experience in urban planning and/or related field.
- Or, any combination of education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

TO APPLY:

To be considered, applicants must submit a cover letter and resume as part of the application process and apply at <https://www.governmentjobs.com/careers/psrc>.

OTHER INFORMATION RELATED TO POSITION:

- PSRC is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, disability, veteran, or protected veteran status, genetic information and other legally protected characteristics. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please contact Human Resources at hrdept@psrc.org.
- This recruitment is for a newly created role and may be used to fill future openings for up to six (6) months.
- PSRC office hours are Monday – Friday from 8:00am – 5:00pm with work hours determined upon hired.