EMPLOYMENT OPPORTUNITY WITH YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:

TRANSPORTATION PROGRAM MANAGER

To learn more about this position, go to www.yvcog.org, click on Employment.

Contribute to the Future of Yakima Valley:
The Transportation Program Manager plays a key role in supporting regional decision makers in transportation planning for the future of all of those that live, work, and visit Yakima Valley. It is an exciting time specific to how this region addresses land use, transportation, and human services.

QUALIFICATIONS:
A Bachelor’s degree in planning, Geography, Political Science, transportation, or Engineering.

Five (5) years progressive responsible experience, including two years in a supervisory and managerial capacity; or the equivalent combination of years of experience to perform the essential duties of the position.
ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS …

Established 50 years ago, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a group of community members who are committed to working on land use, transportation, environment and human services’ issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring the decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The overall mission of Yakima Valley Conference of Government membership is to improve the valleys’ livability and secure its future.

In 2017 YVCOG accepted responsibility for managing the region’s homeless programs which had previously been a part of Yakima County offices.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards. Home to approximately 247,200 people, 41% of whom are Hispanic and Latino, the region is culturally rich and diverse. Applicants will find a family friendly environment that offers affordable housing with a median cost of housing in the mid-$150,000. Small town living galore, the region offers urban living in the City of Yakima which is the largest city in the county, while small farms and more rural living is of abundance in the surrounding cities. The Yakima Indian Reservation, which is home to 30% of the region’s population, is the 15th largest Native American tribe in the nation.

Outdoor sports are abundant year around and include fishing, camping, hiking, water sports and snow skiing.

ABOUT THE TRANSPORTATION PROGRAM MANAGER POSITION...

The Yakima Valley COG is a small group of highly professional and committed professionals committed to making a difference in the Yakima region. Although the primary focus of the current position will be planning specific to transportation, there is an opportunity for this individual to work with colleagues assigned to land use planning and human services.
PRIMARY RESPONSIBILITIES:

The Transportation Program Manager reports to the Deputy Director and performs the assigned job duties under general supervision as follows:

- Administers and coordinates transportation planning/programming activities including development of an updated long-range plan for the Yakima Metropolitan Area and Yakima Valley Region. Performs planning research and legislative analysis.
- Responsible for the development of the annual Metropolitan and Regional Transportation Improvement Program (MTIP/RTIP) and Unified Planning Work Program (UPWP). Reviews, corrects and processes amendments.
- Responsible for the preparation of YVCOG reports to the Transportation Technical Advisory Committee and the Transportation Policy Board. Represents YVCOG or member jurisdiction at state and local meetings and may be called upon to testify at hearings.
- Administrative resource to member jurisdictions on transportation planning and transportation funding opportunities.
- Responsible to provide member jurisdictions traffic counts when requested.
- Utilizes computer-based transportation model for general planning and traffic analysis.
- Supervises assigned personnel; prioritizes, assigns and monitors work; evaluates performance; recommends and implements decisions regarding employee selection and discipline; ensures resources are available for operations and provides staff training and cross-training.
- Prepares monthly newsletter articles and written documentation to support billable hours.
- Other duties as assigned.

This list of job responsibilities is not all inclusive.

EDUCATION AND EXPERIENCE:

- A Bachelor’s degree in planning, transportation, geography, political science, or engineering; (equivalent experience may substitute for education on a one-one basis)
- Five (5) years of progressively responsible experience, including two years in a supervisory and managerial capacity; or the equivalent combination of years of experience to perform the essential duties of the position;
- Must be able to obtain a valid Washington State driver’s license within 30 days of employment and possess valid auto insurance, or to demonstrate the ability to travel throughout the Yakima region and state on a regular basis, at times during inclement weather conditions;
- Must possess a strong knowledge of the principles, methods and practices of planning, project management, budget, and preparation of a wide range of written reports;
KNOWLEDGE:

- Supervisory theories, practices and principles;
- Principles, methods and practices of planning including: urban, regional, environmental, transportation, and community development;
- Fundamental mathematics such as statistical methods;
- Local, state and federal transportation planning laws, ordinances and regulations including Washington’s Growth Management Act; federal metropolitan planning requirements; state regional transportation planning requirements;
- Presentation methods, public participation theory, and facilitation methods;
- Sources and tools for funding and financing transportation system improvements;
- Physical, social, political and geographic principles applicable to the Yakima Metropolitan area and Yakima County in general;
- Roles and responsibilities of other local, state and federal public and private organizations.

SKILLS AND ABILITIES:

- Assigning, monitoring and evaluating the work of others;
- Coordinating work unit activities and handling multiple tasks;
- Resolving complex problems and applying customer service techniques;
- Using personal computers, e-mail, internet and related software applications, and operating basic office equipment, scanners, plotters; public address systems and audio-visual presentation equipment;
- Conducting research and analyzing data;
- Experience with multi-modal planning and solutions;
- Collecting, organizing and maintaining notes of program progress and compliance;
- Preparing and delivering engaging presentations and facilitating meetings and events;
- Interpreting and complying with complex laws, codes, ordinances, and regulations;
- Researching, gathering, organizing and analyzing information from a variety of sources and media and writing reports;
- Establishing and maintaining effective interpersonal relationships with the Executive Director, Transportation Policy Board, and other elected officials;
- Explaining and presenting complex transportation planning and funding processes in easily understood terms, using ‘plain talk;’
- Working independently and in a team environment as necessary;
- Fostering effective working relationships with local, state and federal agency staff, and with the public;
- Resolving conflict constructively.
**SALARY & BENEFITS:**

- Beginning Salary for this position is **$6,081/monthly**
- Eligible for 15 days of Personal Leave Time (PTO) leave for year one and two of employment; increases to 18 days at the beginning of the third year of employment followed with increases at five year increments (5-20)
- Ten (10) paid holidays
- Health benefits include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and life insurance
- Eligible to participate in Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required

**HOW TO APPLY:** **Position Closes March 3, 2017.**

To apply for this opportunity, email your resume and cover letter to

yvcog.hr@yvcog.org

The Yakima Valley Conference of Governments is an Equal Opportunity Employer. This is a drug and tobacco free workplace.