



Contribute to the Future of Yakima Valley:

The Associate Transportation Planner plays a key role in supporting regional decision makers in 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:

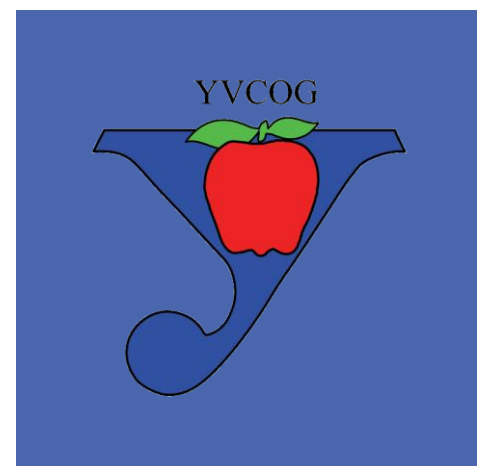
A Bachelor's degree in planning, urban development, transportation, or public administration.

One (1) year of experience in planning and research as related to land use, or transportation.

EMPLOYMENT OPPORTUNITY WITH YAKIMA VALLEY CONFERENCE OF GOVERNMENTS:

ASSOCIATE TRANSPORTATION PLANNER

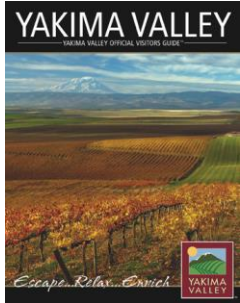
To learn more about this position, go to www.yvcog.org, click on Employment.



ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS ...

Established over 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 together on land use, transportation, environment, and other common 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.

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 256,700 people, 50.7%



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 \$220,000 range. 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 Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

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

ABOUT THE ASSOCIATE TRANSPORTATION PLANNER 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 perform other duties as needed.

The successful applicate is required to have their own transportation and be able to travel frequently around the region; including night meetings, events, and / or throughout the state for trainings.

The Associate Planner will possess the knowledge for principles and best practices of Transportation Planning. The successful applicant will have outstanding written and oral communication skills, complete projects and tasks on time, and provide detailed reports when requested. The Associate Planner will work multiple tasks at any given time and must be able to prioritize work.

PRIMARY RESPONSIBILITIES:

The Associate Transportation Planner reports to the Program Manager 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 plans for the Yakima Metropolitan Area and the entire Yakima County Region, and other transportation plans or studies as directed by the Executive Director.
- Prep and facilitate Technical Advisory Committee (TAC), Human Services Transportation Plan (HSTP), and other transportation advisory committee meetings, including agendas, and public notices.
- Assist and train member jurisdictions with project input and maintenance of the State Transportation Improvement Program (STIP).
- Adheres to federal, state and local regulations as they apply to the assigned transportation projects or programs in order to demonstrate compliance Performs planning research and legislative analysis.
- Develop and maintain professional positive relationships with local, state and federal agency staff.
- Assists with 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. May represent 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.
- Facilitate region's traffic counting program, federal/State transportation funding call for projects, and public comment activities.
- Coordinates computer-based transportation model activities between member jurisdictions and modeling consultant for modeling updates, general planning, and traffic analysis.
- Coordinates with YVCOG staff on development required agency reports, public outreach activities, internal staff and member jurisdictional trainings, and stakeholder workshops/committees.
- Maintain and update Executive Director and Program Manager with jurisdiction projects and obligation of federal funds.
- 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, transportation planning, and transportation-related community development.
- Provides transportation-related technical and administrative assistance to member organizations and committees.
- 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 transportation project or program planning efforts and impacts on the community.
- Assists with revising local policies, plans and legislation, projecting trends, and monitoring socioeconomic changes with respect to individual transportation programs and projects as needed.

- Under guidance of supervisor staff, develops grant applications and, in coordination with the Executive Director and Program Managers, may administer transportation agreements/contracts with funding and participating agencies and organizations.
- Under supervisory advisement, scopes and reviews the work of consultants, contracting agencies, and other organizations as appropriate.
- Responds to public inquiries for data and information on transportation planning processes or transportation program(s) related public policies, procedures, and regulations.
- Assists with and recommends issue resolution through a consensus building process.
- Supports the supervisory staff in advising the Executive Director and decision making/advisory boards/committees of transportation program or project needs, public policy issues, planning procedures, comprehensive and special plans, and related regulations.
- Works with multi-jurisdictional advisory committees at the local, state and federal levels throughout all phases of economic development planning.
- This list of job responsibilities is not all inclusive.

EDUCATION AND EXPERIENCE:

- A Bachelor's degree in planning, urban development, transportation, environmental studies, or public administration; (equivalent experience may substitute for education on a one-one basis)
- One (1) year of work experience in planning, research and analysis related to land use, and/or transportation. Multimodal transportation experience a plus;
- Must be able to obtain a valid Washington State driver's license within 30 days of employment and possess valid auto insurance, or demonstrate the ability to travel throughout the Yakima region and state on a regular basis, at times during incumbent weather conditions;
- Must possess a strong knowledge of the principles, methods and practices of planning, project management, and preparation of a wide range of written reports;

SALARY & BENEFITS:

- Salary range for this position is **\$4,697 – 5,180/monthly DOQ**
- 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)
- Twelve (12) paid holidays
- Sick Leave Accrual of 8 hours per month
- 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 DRS Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Employees work in the office during the probationary period with an option to work remotely after the probationary period if approved by Executive Director

All positions at YVCOG are Grant or Contract supported.

HOW TO APPLY: Position Closes September 13th at 11:59 p.m.

To apply for this opportunity, email your resume and cover letter to
yvcog.hr@yvcog.org

Yakima Valley Conference of Governments employees consist of grant-funded positions. Currently, the transportation grant does not have an end date. However, you should be aware that your employment as a staff employee of the Yakima Valley Conference of Governments is considered to be at will and may be terminated by you or YVCOG at any time regardless of an end date of a grant.

*YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities.
For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.*

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