



**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.

**EMPLOYMENT OPPORTUNITY WITH
YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS:**

**TRANSPORTATION
PLANNER**



ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

Established over 50 years ago under the interlocal agreement act, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a local government formed to provide services and administer programs that cross jurisdictional boundaries within the Yakima Valley. Elected officials are committed to working together on land use, transportation, public safety, homelessness, 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 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 collaborate 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 and breweries. Home to approximately 252,000 people, 49.9% of whom are Hispanic and Latino, the region is culturally rich and diverse. 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.

ABOUT THE TRANSPORTATION PLANNER POSITION...

Under general supervision, performs planning duties in the development, administration, and support of regional transportation priorities in the Yakima Valley.

The successful applicant will have outstanding written and oral communication skills, complete projects, and tasks on time. Supporting and monitoring local agencies’ transportation needs and priorities in the Yakima Valley. The Associate Planner will work multiple tasks at any given time and must be able to manage their time and work to meet deadlines.

The Transportation Planner will develop monthly and annual technical reports and planning documents to ensure programmatic compliance for member jurisdictions. Besides technical reports, this role facilitates transportation related meetings and committees in support of our member jurisdictions needs and goals.

The successful applicant is required to have their own transportation and be able to travel frequently around the region and/or throughout the state, including night meetings, events, trainings, and transportation related coordination meetings, conferences, and workshops.

PRIMARY RESPONSIBILITIES:

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

- 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).
- 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.
- Coordinates computer-based transportation model activities between member jurisdictions and modeling consultant for modeling updates, general planning, and traffic analysis.
- 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.
- 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.
- 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)

- Prefer 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:

- Beginning salary range for this position is:
 - Associate Planner **\$4,722 - \$4,959/monthly**
 - Bachelor's degree + 1 year transportation planning experience
 - Senior Planner **\$5,691 – 6,246/monthly**
 - Bachelor's degree + 3 years transportation planning experience
- 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
- Health benefits include medical, dental and vision
- 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
- Onsite position

All positions at YVCOG are Grant or Contract supported.

Position Open Until Filled

HOW TO APPLY:

To apply for this opportunity, go to: <https://www.yvcog.us/employment-opportunities/>

Submit application, cover letter, resume, and questionnaire (only complete packets will be reviewed)

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.**