



## SPOKANE REGIONAL TRANSPORTATION COUNCIL Associate Transportation Planner I/II

Updated: April 9, 2025

**MISSION:** Develop plans and programs that coordinate transportation planning in the Spokane Region.

**SRTC VISION:** The Spokane region possesses the best multi-modal / multi-jurisdictional transportation network that optimizes safety, capacity, and efficiency in the movement of people and goods for a region of our size.

<b>ORGANIZATIONAL VALUES:</b>	Regional Leadership Transparency	Collaboration Inclusiveness	Accountability Integrity	Innovation
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**JOB TITLE:** Associate Transportation Planner I/II

**STATUS:** Full-time, Exempt, Not eligible for overtime

**DIRECT REPORTS:** None

**REPORTS TO:** Deputy Executive Director

**ROLE SUMMARY:** The Associate Transportation Planner role involves data collection, analysis, modeling, map preparation, and updating socio-economic and building permit information. This role includes interpreting and summarizing data, conducting statistical analyses in a variety of areas, including demographic, land use, economic housing, transportation, and developing maps, dashboards, and other data visualizations. This role also includes frequent written and oral communication with agency partners and acting as a liaison between community groups and government agencies. Planners prepare documents and often present information to committees, boards, and community groups. Planners may be assigned activities related to the development of the Regional Transportation Improvement Program (TIP), including working with databases, and preparing reports in professional usable formats.

The following description outlines the role and its alignment with Spokane Regional Transportation Council Mission, Vision, and Values. These lists contain the essential job duties, functions, and expectations. However, these are not necessarily all-inclusive. Employees may be required to perform other duties as assigned:

### COMPETENCIES

1. Professional/Inter-Personal Communication: Communicating effectively as appropriate for the needs of the audience (by telephone, in written form, e-mail, or in person).
2. English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules, or composition, and grammar.
3. Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files, and records, designing forms, and other office procedures and terminology.
4. Critical Thinking, Sound Professional Judgement and Decision Making: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
5. Service Orientation: Actively looking for ways to help people. Delivers and models the highest level of external (and internal) customer service with all stakeholder interactions.
6. Computers and Electronics: Intermediate working knowledge and skill operating technology/computer-based work programs/software commonly used within professional settings.
7. Time Management: Managing one's own time and the time of others.

8. Working Independently and Collaboratively: Ability to work self-sufficiently on assigned tasks with little supervision, as well as collaboratively as a contributing member of a team.

## **RESPONSIBILITIES & DUTIES**

The Associate Transportation Planner I or II is expected to perform all duties and responsibilities as described in a professional and appropriate manner that is reflective of the Mission, Vision, and Values of SRTC. In addition to these expectations, other duties and responsibilities may be assigned:

- A. Collect data from primary and secondary sources.
- B. Conduct record searches, inventories, and specific interviews necessary to complete an assigned project.
- C. Perform basic-to-intermediate level air quality modeling projects.
- D. Serve as a team member on the development of key agency planning projects, studies, and programs.
- E. May be assigned to serve as the SRTC's ADA Coordinator and Title VI Coordinator, including Title VI project analyses.
- F. Collect and review data for accuracy, usefulness, and quality; conduct statistical and policy analysis to formulate recommendations.
- G. Visualize data graphically; transforming into information that can be used to guide decision making.
- H. Integrate graphic design, and demographic analysis.
- I. Data analysis, research, and visual representation functions, which require performing additional data processing tasks, such as: mapping, cartography, graphic design, and demographic analysis.
- J. Create, modify, maintain, and analyze geospatial data sets, applying analytical tools to manipulate, analyze, query, and report information.
- K. Provide project support on short and long-range programming functions of the agency including the Transportation Improvement Plan (TIP) and grant assistance for members.
- L. Implement established procedures to evaluate and prioritize multimodal transportation improvements, ensuring compliance with federal and state requirements.
- M. Development and maintenance of company-related email and media contact databases.
- N. Review and recommend certification of company-related email and media contact database.
- O. Provide mapping and data support for the development of agency reports, studies, plans, and programs.
- P. When assigned, develop, and provide written and oral reports to elected officials, member agency representatives, transportation affiliated stakeholders, and the general public.
- Q. Participate with discussions and evaluations involving diverse groups of stakeholders to form consensus recommendations.
- R. Support the coordination of company website and social media strategies and assist with the development of presentation materials that speak to the company's mission and digital footprint.
- S. With assigned projects and responsibilities, this role is expected to exercise discretion and independent judgment with regard to critical functions and deliverables that are significant to the organization and its stakeholders.
- T. Associate Transportation Planners are also expected to provide support and assistance to the Principal Transportation Planner and agency leadership on variety of functions where the work demands require additional assistance.
- U. Perform other duties as assigned, consistent with the position level and description.

## **MINIMUM QUALIFICATIONS**

[Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing experience, knowledge, skill, and/or ability required. A combination or accumulation of applicable work-related experience and/or education may be recognized as sufficiently meeting the prerequisites outlined below. Placement for Associate Planner I or II is based on qualifications and professional experience.]

### **Associate Transportation Planner I:**

#### **Required Experience:**

- Up to 1-year of professional transportation planning experience; includes internship or educational experience.
- Education-based or internship experience with data analytics, visualization, and/or mapping of planning related to metropolitan planning data.

#### **Required Credentials:**

- Graduation from an accredited 4-year college or university with a bachelor's degree in Planning, Transportation, Urban and Regional Planning, Engineering, Geography, or related field is required.

### **Associate Transportation Planner II:**

#### **Required Experience:**

- 2-3 years of successful professional transportation planning experience; graduate degree completion can be counted towards experience.
- Demonstrate experience with data analytics, visualization, and mapping related to metropolitan planning data.

**Preferred:** AICP Certification, or the ability to obtain AICP certification within 2 years of hiring.

#### **Required Credentials:**

- Graduation from an accredited 4-year college or university with a bachelor's degree in Planning, Transportation, Urban and Regional Planning, Engineering, Geography, or related field is required.
- Demonstrable experience with data analytics, visualization, and mapping related to metropolitan planning data.

**Preferred:** AICP Certification, or the ability to obtain AICP certification within 2 years of hiring.

### **Associate Transportation Planner I and II:**

#### **Required Knowledge, Skills, and Abilities:**

1. An understanding and basic-to-intermediate-level of familiarity with federal/state transportation planning processes.
2. Basic-to-intermediate-level of knowledge and understanding of transportation regulations, project and air quality programming requirements, and travel demand modeling.
3. Skilled performing basic-to-intermediate mathematical computations including elementary statistics.
4. Skilled in writing narrative and statistical reports.

5. Skilled in using databases and spreadsheets.
6. Skilled in establishing and maintaining effective working relationships with other employees, outside agencies, and the public.
7. Skilled with software packages used to analyze and transform planning-related data, such as Access, ArcGIS, Excel or Tableau.
8. Skilled with creative problem-solving to gather relevant information to solve poorly defined problems.
9. Skilled with communicating effectively to technical and non-technical audiences, both verbally and in writing.
10. Ability to attend scheduled evening meetings on projects or programs being conducted by the agency.
11. Knowledge of commonly used demographic, land use or other transportation data, including census, population, housing, parcel/assessor, zoning, local comprehensive plans, travel surveys, traffic counts, etc.
12. Basic knowledge of planning policy issues related to growth management, transportation, economics, and regional governance.
13. Basic knowledge and ability to understand applicable local, state, and federal laws, rules and regulations governing transportation policies.
14. Ability to apply statistical, spatial, and other technical skills to analyze data to answer planning and policy questions.
15. Ability to attend occasional evening and weekend meetings, and associated work functions.

## **MENTAL & OTHER SKILLS / ABILITIES**

For an employee to succeed in this position they must have:

- A. Adaptability: ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation.
- B. Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data.
- C. Attendance: ability to consistently arrive and be able to work as scheduled.
- D. Computer/Technical Ability: working knowledge of:
  - Word Processing software
  - Spreadsheet software
  - Internet software
- E. Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- F. Interpersonal Skills: ability to maintain satisfactory relationships with others, excellent customer service skills and good overall understanding of appropriate human relations. Awareness of and sensitivity to the service population's culture and socioeconomic characteristics.
- G. Judgement: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgement; ability to explain reasoning for decisions.
- H. Language Ability:

- High Ability: ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to speak effectively before groups of customers, and the general public.

I. Mathematical Ability:

- High Ability: ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

J. Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements.

K. Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature.

L. Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance, ability to generate ideas to improve and promote quality in work.

M. Reasoning Ability: High ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram form.

## PHYSICAL DEMANDS & WORK ENVIRONMENT

[Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.]

This position is an office environment-based role, there are no specific or unusual physical or environmental demands regularly required of the incumbent outside of a professional office environment. Frequent and continuous physical activities required include: sitting, typing, writing, hearing, listening, talking bending, stooping, and lifting up to 25 pounds. This role is mostly protected from weather conditions or contaminants, but not necessarily from the occasional temperature fluctuations.

## EEO STATEMENT

Spokane Regional Transportation Council is an Equal Opportunity Employer. Spokane Regional Transportation Council does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need. SRTC is an Equal Opportunity Employer. SRTC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.