Program Manager — Growth Management

Closes: The position is open until filled with applications reviewed beginning Friday, May 22, 2015.
Status: Regular full-time, 40 hours per week; Exempt FLSA status.
Salary: DOE with full benefits.
Location: Puget Sound Regional Council, Downtown Seattle, Washington

About PSRC

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving the central Puget Sound region. The thriving region is home to almost 4 million people and is one of the nation’s fastest growing metropolitan areas. The PSRC brings together the region’s counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing region’s future and make plans for the region to continue to succeed. It is the region’s Metropolitan Planning Organization and also plays the leading regional role in growth management and economic development under state and federal laws. Visit www.psrc.org to find out more. The PSRC is an equal opportunity employer.

The Position

PSRC is seeking a Program Manager to lead the agency’s Growth Management Planning program. The Program Manager will oversee the development and implementation of the region’s growth management plan, VISION 2040 including the regional growth strategy and regional growth policies. The position works collaboratively with local jurisdictions around the region to ensure that the region’s growth strategy is implemented through local planning. The position leads a professional staff of five, plus additional cross-agency teams, to deliver the growth management work program. The position supports the agency’s Growth Management Policy Board as the focus of growth management policy development within the region.

The Candidate

The ideal Program Manager candidate will have the following knowledge and abilities:

Comprehensive Planning

- Extensive experience in leading comprehensive planning processes at the local level.
- Detailed knowledge of Washington’s Growth Management Act, including an understanding of the role of local governments, regional agencies, and the state.
- Broad understanding of current issues in regional planning, including growth patterns, environmental issues, economic development, social equity, and others.
- An understanding of the linkages between land use, transportation, economic development and environmental planning.
Management

- Managerial and supervisory skills with demonstrated ability to support, mentor, and oversee the work of a team of professionals. Demonstrated ability to manage, coordinate, organize, direct work assignments, and evaluate the performance of assigned project team members while providing opportunities for and encouraging professional growth.
- Ability to work collaboratively across organizational departments and across disciplines in support of overall agency goals, objectives, policies, and priorities.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workloads; identify opportunities for improvement and reviews them with the Director of Integrated Planning as appropriate; and implement improvements.
- The ability to work with the general public, planning professionals and agency staff, including supervised staff, to develop positive and successful working relationships.
- The ability to support a board of policy-makers in using technical analysis to inform and shape policy decisions.

Planning and Applied Analysis and Communication

- Present analysis results and recommendations to committees and PSRC boards. As lead staff support, provide organizational assistance, research, and materials for committees and boards. Develop special reports as requested.
- Represent the agency at meetings and provide technical expertise on land use issues to the public and member agencies. Communicate the impact of specific plans to local agencies, community groups, businesses, and others. Coordinate special projects with local jurisdictions and special jurisdictions.
- The ability to remain current on public policy, planning strategies and legislation related to regional transportation, growth management and economic planning and review literature concerning assigned planning areas. A clear understanding of federal and state metropolitan planning requirements is also desired.

Technical Skills

- Develop research and analytical methods and techniques. Supervise or conduct complex technical research and analyses.
- Strong knowledge of and/or direct experience in interpreting and applying the results of land use analysis methods, including economic forecasting, land use allocation and forecasting models.
- Detailed knowledge of the Washington State Environmental Policy Act and its procedures, especially applying SEPA to planning processes.

Personnel / Team

- The ability to work effectively as part of a team and with technical committees to coordinate and accomplish regional planning studies.
- Highly developed verbal, listening, communication and interpersonal skills. Ability to solicit and incorporate feedback. Excellent writing and communication skills.
**Experience and Education**

- Bachelor's degree in related field; Master's degree preferred.
- Eight years of increasingly responsible experience in land use planning or regional planning.
- Two years of lead or supervisory direction to other staff.
- Or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

**To Apply**

- To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.
- The voluntary, confidential Equal Employment Opportunity form is appreciated for applicant tracking purposes.
- For application materials, visit [http://www.psrc.org/about/careers](http://www.psrc.org/about/careers).
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to: Puget Sound Regional Council, attn: HR 1011 Western Avenue, Suite 500 Seattle, Washington 98104

Spectacular natural surroundings, world-class education systems, thriving urban centers, vibrant neighborhoods and a lively arts and culture scene are just some of what makes the Puget Sound region a great place to live and work. Ringed by snow-capped mountain peaks, crisscrossed by waterways, home to urban centers, small cities and vibrant neighborhoods, the Puget Sound region is a commercial center and a major hub for Trans-Pacific and European trade. Some of the world’s most successful and innovative companies are based here, including Boeing, Microsoft, Starbucks, Amazon, Costco, Paccar, Weyerhaeuser, Nordstrom and many more. Outdoor activities are especially plentiful given the region’s natural beauty and mild climate. Hiking in the Olympic or Cascade Mountains, kayaking in Lake Union, or cycling on one of the many rails-to-trails paths are just a few of the options available. Washington is viewed as a progressive and innovative state where people are outgoing and friendly.

**Benefits**

PSRC provides a compensation package that includes a salary and benefits that represent approximately 30% of an employee’s total compensation package. Benefits-eligible employees at PSRC are provided a wide range of benefits including:

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation
- Personal Time Bank (PTB)/Vacation Pay
- Holiday Pay
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave
- Transportation Incentive Plan (TIP)
- Flexible Spending Accounts (FSA)
- Life Assistance Program (LAP)
- Long-Term Care (LTC)
- Flexible Work Schedules