



# Puget Sound Regional Council



## Assistant Planner

**Closes:** The positions are open until filled with applications reviewed beginning March 20, 2019.

**Status:** Two Regular Full-time Positions, 40 hours per week; Exempt FLSA status.

**Salary:** The starting salary range is \$51,912 - \$58,000 annually, DOE, with full benefits.

**Location:** Puget Sound Regional Council; Downtown Seattle, Washington.

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## About PSRC

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. Visit [www.psrc.org](http://www.psrc.org) to find out more. PSRC is an equal opportunity employer.

## The Position

PSRC is seeking two Assistant Planners to join its Transportation Planning Division to perform a variety of technical planning activities under general supervision. The positions will support planning-related tasks by performing quantitative and qualitative research using a variety of demographic, economic, land use, and transportation datasets. This work will include, but is not limited to, the following tasks:

- Collect, process, organize, and manage a wide variety of planning-related data
- Visualize data through maps, charts, and other graphical displays to help examine, transform and convey data within a policy context.
- Perform research, synthesize and summarize analytic processes and findings, and make recommendations to help develop the Regional Transportation Plan and Transportation Improvement Program, and support other major planning programs.
- Ensure high quality and maintain proper documentation for products.

## The Candidate

The ideal candidate will have:

- Demonstrated experience in data analytics, visualization, and mapping of planning-related data. Ability to apply statistical, spatial, and other technical skills to analyze data to answer planning and policy questions.
- Demonstrated proficiency with common software packages used to analyze and transform planning-related data, such as Access, ArcGIS, Excel, or Tableau.
- Knowledge of commonly used demographic, land use, and transportation data, such as Census, population, housing, parcel/assessor, zoning, local comprehensive plans, activity and travel surveys, traffic counts, and others.
- Ability to communicate effectively both orally and in writing.
- Excellent attention to detail, organization, and problem-solving skills. Able to coordinate between multiple and diverse work tasks with limited supervision.
- Ability to work independently and as part of a team, and with the general public and planning professionals.
- Knowledge of planning and policy issues related to growth management, transportation, economic development, and local and regional governance is highly desirable.



## Experience and Education

- Bachelor's degree in urban planning, geography, or related field.
- At least one-year experience in urban planning and/or related field.
- Or, any combination of education experience in a related field 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 and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit: <https://www.psrc.org/about/careers>.
- Completed materials can be emailed to [hrdept@psrc.org](mailto:hrdept@psrc.org), faxed to 206-587-4825, or mailed to:

Puget Sound Regional Council, attn: HR  
1011 Western Avenue, Suite 500  
Seattle, WA 98104-1035

## About the Puget Sound Region



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 an exceptional place to live and work. Ringed by snow-capped mountain peaks and crisscrossed by waterways, 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 on 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