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 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 also plays the leading regional role in growth management and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit www.psrc.org to find out more.

About PSRC

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The Position

PSRC is seeking a Program Manager to provide leadership and support to the Transportation Planning Department. As one of two Program Managers in the department, this position reports directly to the Director of Transportation Planning and will manage a diverse portfolio that advances the integration of policy and data. The Program Manager will work in partnership with other departments throughout the agency to align work programs to regional policies and goals. This position also requires extensive collaboration and coordination with member jurisdictions from around the region, including facilitation and management of PSRC staff committees.

The Program Manager will lead key technical program areas to support the development and implementation of the Regional Transportation Plan, including transportation finance, existing and
emerging technologies, freight, and data visualization and monitoring. Responsibilities will also include oversight of the development and maintenance of the Regional Transportation Improvement Program, the continuous four-year identification of currently funded transportation projects throughout the region, as well as the project tracking program that ensures delivery of transportation investments funded by PSRC.

Specific duties will include, but are not limited to:

- Managing and participating in the development and implementation of goals, objectives, and priorities of assigned programs.
- Coordinating and preparing reports covering complex policy and technical analyses of various transportation planning issues.
- Providing briefings to PSRC committees and boards and representing the agency at external meetings.
- Developing agendas and establishing consensus and collaboration with assigned staff committees.
- Providing leadership direction to a highly diverse professional staff that fosters communication, teamwork, integrity, quality and commitment to the agency’s mission and vision.
- Remaining current on federal, state and local rules and requirements and their impact on regional transportation policy and programs.

The Candidate:

The ideal candidate will have:

- Knowledge of federal and state metropolitan transportation planning requirements and practices.
- Knowledge of, and experience with, federal and state transportation funding programs.
- Strong attention to detail, follow-through and organization. Highly developed verbal, listening, communication, and interpersonal skills. Excellent writing and communication skills.
- Ability to lead and supervise teams, establish priorities and guide products through to successful completion.
- The ability to lead and facilitate a variety of internal and external staff and committees, and to develop positive, successful working relationships.
- Ability to perform data analysis and research, synthesize and summarize analytic processes and findings, and make recommendations.
- Knowledge of transportation project requirements, such as environmental approval, permitting, right of way processes, etc.
- Technical proficiency with a range of computer applications, including Microsoft Word, Excel, and Access.
Experience and Education:

- Bachelor’s degree in planning or related field; Master’s degree preferred.
- Eight years increasingly responsible experience in transportation, urban or regional planning.
- Three 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 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](https://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, 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 Microsoft, Starbucks, Amazon, Boeing, 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
- 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