POSITION DESCRIPTION

Job Title: Assistant Planner

Reports to: Executive Director

FLSA: Non-exempt (Full-time position; 40 hrs. per week)

Updated: January 2, 2020

Specifications are intended to present a descriptive list of the range of duties performed by the employee. Specifications are not intended to reflect all duties performed within the job.

NATURE OF POSITION
The Assistant Planner performs a variety of tasks that support data analysis and transportation planning activities in the Walla Walla Valley region. There are regular and recurring duties, as well as special studies and projects as assigned. In general, this position entails administrative and professional duties related to multi-modal and long-range planning, project selection, short-term programming, public engagement, and grant/contract administration. The Assistant Planner also: assists in maintaining financial records and assets; organizes and interacts with various stakeholders and committees; researches, analyzes, validates, and maps data; and prepares reports for presentation and publication. Work contacts include: the general public; employees of city, county, state, tribal, and federal offices; representatives of transportation service providers; and various elected and appointed officials.

SUPERVISION RECEIVED
Within assigned projects, the Assistant Planner is expected to exercise discretion and independent judgement. Guidance, general supervision, and progress evaluation is provided by the Executive Director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES
Serves as integral team member on the development of key planning documents, programs, studies, and special projects. Creates, edits, and proofs written materials for internal use and public distribution through web publication, media outlets, conference and committee presentations, and public meetings.

Collects data related to: land use, socio-economic, and demographic inventories; special corridor, area, or focus studies; hot spot and systemic crash analyses; transportation revenues and expenditures; and existing, trending, and forecasted conditions and performance for each mode of transportation.

Reviews data and other information for accuracy, relevance, and quality. Conducts statistical and policy analyses. Applies approved procedures to evaluate and prioritize multimodal transportation investments. Formulates fact- and performance-based recommendations.

Obtains, creates, modifies, and maintains geospatial datasets using GIS technology. Applies analytical tools to analyze, extract, and report information. Prepares maps for internal and member entity use.
Attends, records, and transcribes minutes for meetings, including the WWVMPO/SRTPO’s Policy Board, Technical Advisory Committee, their standing committees, and ad-hoc subcommittees or workgroups. Prepares relevant agendas, correspondence, reports, and other materials to support committee activities.

Engages and communicates with the public, local, state, tribal, and federal transportation staff and officials, consultants, and other stakeholders on a variety of transportation related topics. Serves as agency liaison, including speaking and presenting at public meetings, council and commission work sessions, and other events.

Provides maintenance and content management for the agency’s website; manages the local area network, monitors in-house server performance, performs scheduled backups, and recovers data as needed.

Maintains accounts payable information and coordinates payment of expenses. Assists with the preparation of grant applications and subsequent invoicing. Prepares a variety of correspondence, memos, reports, and other materials. Receives, distributes, and responds to incoming mail and messages.

**ADDITIONAL JOB DUTIES**
Performs other duties as assigned.

**TOOLS AND EQUIPMENT USED**
Office machines, including personal computers, copier, fax machine, calculator, and audio/video equipment.

**PHYSICAL DEMANDS**
Repetitive hand motions to input information; hearing and speaking to exchange information; and light lifting of supplies.

**WORK ENVIRONMENT AND HOURS**
The WWVMPO/SRTPO office is open Monday through Friday, 8:00 AM – 5:00 PM. This position works primarily indoors and within the regular hours. Occasional evening meetings and travel for meetings or training is required.

**REQUIRED MINIMUM QUALIFICATIONS**
- Bachelor’s degree in planning or related field.
- Valid driver’s license and an acceptable driving record.
- Ability to communicate clearly, verbally and in writing, to technical and non-technical audiences.
- Proficient computer skills, including email, word processing, databases, graphic design, and presentations.
- Ability to establish and maintain effective work relationships with staff, officials, and the public.
- Must be able to pass a criminal background check (once determined otherwise qualified for the position).

**DESIRED QUALIFICATIONS**
- Experience reading, analyzing, and writing technical documents.
- Proficiency in data analytics, visualization, and mapping of planning data using ArcGIS.
- Knowledge of commonly used demographic, land use, and transportation planning terms and data.
- Experience creating and maintaining a website.
- Bilingual (English-Spanish).

**ADDITIONAL INFORMATION**
A comprehensive benefit package is offered, including: medical, dental, vision, life, and long-term disability insurance; sick and vacation leave; and retirement benefits through the WA Public Employees’ Retirement System.

The WWVMPO/SRTPO does not discriminate against any applicant for employment because of their race, creed, marital status, sexual orientation, age, color, sex, national origin, or disability. The agency adheres to RCW 49.60.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**