AGENDA ITEM #10

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

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City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

ASSOCIATE MEMBERS:

Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic Development Council
Timberland Regional Library

thurston regional planning council

Veena Tabbutt
Interim Executive Director

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MEMORANDUM

	Program Area	Mission Statement
	MPO/RTPO	
X	Core Services	
	Contract Services	
	Grant Services	

TO: Thurston Regional Planning Council

FROM: R. Veena Tabbutt, Interim Executive Director VMT
Jared Burbidge, Deputy Director JB
Karen Parkhurst, Program & Policy Director KMP

DATE: November 23, 2016

SUBJECT: Classification Specifications

PURPOSE

Seek Council approval on updated Position Classification Specifications. Since this item was presented to Council last month, the Fair Labor Standards Act (FLSA) status of each classification has been reviewed and updated, and three new classifications were added in the Information Technology series.

Summary:

- Since early last year when the new management structure was implemented, the management team has been working with staff to review and update agency classification specifications.
- The purpose of the update is to:
  - Correct any outdated information
  - Align series position classifications to better reflect a progression of responsibilities
  - Review classifications with regard to the changes in the Fair Labor Standards Act (FLSA)
- The review has resulted in the addition of five new classifications:
  - Planning Technician
  - Communications and Outreach Specialist III
  - Information Technology Technician
  - Information Technology Specialist
  - Information Technology Network Analyst
- Several other classification specifications were renamed:
  - Project Assistant was renamed to Communications and Outreach Specialist I
  - Digital and Outreach Coordinator was renamed to Communications and Outreach Specialist II

REQUESTED ACTION

Approve the Position Classification Specifications as presented.

Attachments

Classification Specification

ACCOUNTANT

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Oct 2007

GENERAL DESCRIPTION

Responsibilities include planning and administering the accounting functions of the agency; preparing agency budget, financial reports, and payroll; and managing accounts receivable and payable.

ESSENTIAL JOB FUNCTIONS

- Serves as agency contact person regarding all accounting and payroll matters; provides information/data as requested. Develops, evaluates, and continually updates accounting procedures and policies.
- Gathers information, compiles data, and prepares documents for agency's annual budget; monitors budget expenditures and revenues; evaluates variances in budgeted and actual revenue and prepares analyses as requested; prepares quarterly and annual financial reports.
- Advises the Executive Director and Executive Management Team on budgetary and accounting matters.
- Processes all invoices for agency; deposits and/or oversees depositing of monies received by agency; tracks all monies flowing through agency.
- Conducts financial management of grant contracts and funds; advises and assists staff in preparing grant proposals and reports for agency, city, and county grants.
- Monitors compilation of labor cost and analyzes for accuracy; computes and prepares payroll and benefits; advises agency staff on employee benefits, payroll matters, and preparation of time sheets.
- Assists state auditors, as required, in review of agency financial records; is responsible for audit compliance.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The accountant classification is distinguished by the high level of responsibility for operation and maintenance of an accounting system; comprehensive knowledge of accounting procedures and audit requirements; and the ability to work independently and establish procedures with little direction, except in the area of policy.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:
Three years of governmental accounting experience.

EDUCATION – MINIMUM:
Bachelor's degree in business administration or accounting.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.

Ability to:

- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Communicate effectively, orally, and in writing.
- Design, implement, and maintain accounting and financial systems.
- Plan, administer, and evaluate complex procedures and accounting policies.
- Apply accounting procedures in preparing accurate and timely accounting records and reports.
- Interpret and apply laws and regulations that affect governmental accounting.
- Work with staff of contracting agencies in a knowledgeable and tactful manner to collect and/or disseminate financial information.
- Assist state auditors in their review of agency financial records.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

Classification Specification

ADMINISTRATIVE ASSISTANT

Date Prepared: August 2005 FLSA Status: Non-Exempt Date Revised: October 2016
Apr 2014, Aug 2007

SERIES CONCEPT

This classification provides administrative support to the Executive Director and Executive Management Team. It is the highest-level classification of the Office Specialist series, which includes Office Specialist I, II, III, and IV.

GENERAL DESCRIPTION

Responsibilities include providing a variety of administrative, secretarial, clerical, website, communications, and graphic arts functions to support agency projects and activities and performing administrative tasks related to human resource functions.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks normally assigned to an Office Specialist as well as those specified in this classification.
- Provides administrative and clerical support to the Executive Director and Executive Management Team; maintains the Executive Director's appointment calendar; coordinates and schedules meetings for Executive Director, Council Chair, and Executive Management Team.
- Screens Executive Director telephone calls and provides assistance when needed.
- Coordinates agency travel arrangements and maintains files.
- Maintains documents that outline office policy and procedure.
- Assists with administrative tasks for staff evaluation, personnel recruitment, and salary survey. Maintains confidentiality.
- Oversees front office activities, as assigned.
- Works with Executive Management Team to develop work flow procedures and performance standards, and ensure effective administrative support functions.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload, provide clerical support, phone and customer service back-up and office reception as needed to support work of the agency.
- Types and formats forms, flyers, memoranda, and correspondence. Designs flyers, reports, and presentations.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist classifications to perform daily work.
- Assists with management of document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.

- Provides general administration support and coordinates the preparation and distribution of agenda packets for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees
- Posts agenda packages on agency website.
- Prepares and submits legal notices for advertising in local papers.
- Assists with coordinating and processing bulk mailings for public events and outreach surveys.
- Prepares the minutes of the Council and other official agency meetings as assigned.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of equipment and room for meetings.
- Provides support to agency special events, large special projects, and public meetings.
- May serve as backup for routine accounting functions, as assigned.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Administrative Assistant classification is distinguished by the complexity of tasks assigned and independent judgment required to provide assistance to the Executive Director and Executive Management Team.

It requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office Software for word processing, databases, and spreadsheets is required.

EXPERIENCE – MINIMUM:
Four years of secretarial experience using Microsoft Office software and performing technical document preparation including one year of experience in a position equivalent to an Office Specialist.

EDUCATION – MINIMUM:
High School Diploma or equivalent.

PREFERRED:
Additional college-level coursework preferred.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design and content management.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Maintain confidentiality and exercise discretion.
- Communicate effectively, orally, and in writing.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both interior and exterior customers.
- Develop and manage administrative projects and to anticipate and respond to administrative and operational problems.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

OFFICE SPECIALIST I

Date Prepared: January 2002 | FLSA Status: Non-Exempt | Date Revised: October 2016
Nov 2011

SERIES CONCEPT

The Office Specialist I is the entry level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

Under direct supervision, performs a variety of routine clerical tasks.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- Responsible for a variety of routine clerical tasks.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types forms, labels, and memoranda.
- Operates various types of photocopying equipment.
- Enters data on computer.
- Under supervision, provides technical information and assistance to the public by phone and in person.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Collates and mails agenda packets.
- Processes bulk mailings.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist I classification are distinguished by the requirements for entry level office skills, level of supervision required, level of complexity and breadth of tasks, and the routine nature of the work performed.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 40 wpm is required.

EXPERIENCE – MINIMUM:
Six months of general office experience.

EDUCATION – MINIMUM:
High school diploma or equivalent

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain positive relations with staff and the public.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Learn and perform assigned tasks quickly and accurately from oral and written instructions.
- Type with accuracy.
- Provide excellent customer service to both interior and exterior customers.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

OFFICE SPECIALIST II

Date Prepared: January 2002 | FLSA Status: Non-Exempt | Date Revised: October 2016
Apr 2014, Oct 2007

SERIES CONCEPT

The Office Specialist II is the mid-level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

With limited supervision, performs specific clerical and office tasks within established systems and procedures to support agency projects, programs, and activities.

Works in a team setting fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I as well as those specified in this classification.
- Responsible for routine and moderately complex clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports.
- Duplicates and distributes various printed materials.
- Enters data on computer, edits computer records, maintains database files.
- With guidance, provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I classifications to perform daily work.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Coordinates the preparation and distribution of other agency and project meeting packages, as assigned.
- Processes bulk mailings.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist II classification are distinguished from the Office Specialist I classification by the greater complexity of assigned office and clerical tasks, such as journey level word processing and receptionist skills.

Employees in this classification are expected to work under general direction or supervision and exercise independent judgment when performing clearly prescribed duties.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 55 wpm and knowledge of Microsoft Office software is required.

EXPERIENCE – MINIMUM:
One year of general office experience using Microsoft Office software.

EDUCATION – MINIMUM:
High school diploma or equivalent

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Provide excellent customer service to both interior and exterior customers.
- Work independently from general instructions.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

OFFICE SPECIALIST III

Date Prepared: January 2002 | FLSA Status: Non-Exempt | Date Revised: October 2016
Apr 2014, Feb 2014

SERIES CONCEPT

The Office Specialist III is the mid- to high- level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

With limited supervision, performs a variety of moderately difficult to complex clerical tasks to support agency projects, programs, and activities.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I and II as well as those specified in this classification.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports. Designs flyers.
- Distributes material through email distribution lists.
- Enters data on computer, edits computer records, maintains database files.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I or II classifications to perform daily work
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Coordinates the preparation and distribution of agency and project meeting packages, as assigned.
- Coordinates with project leads to produce and process online and paper surveys.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist III classification are distinguished from the Office Specialist II classification by the greater complexity of tasks assigned and independent judgment; and depth of knowledge and skills in Microsoft Office products and Adobe products.

Employees in this classification are expected to handle many details on their own initiative and within the limits of established procedures.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 65 wpm and knowledge of Microsoft Office and Adobe products may be required.

EXPERIENCE – MINIMUM:
Two years of secretarial experience using a personal computer system including one year of experience in a position equivalent to an Office Specialist II.

EDUCATION – MINIMUM:
High school diploma or equivalent.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Communicate effectively, orally, and in writing.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Provide excellent customer service to both interior and exterior customers.
- Work independently from general instructions.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

OFFICE SPECIALIST IV

Date Prepared: January 2002 | FLSA Status: Non-Exempt | Date Revised: October 2016
Feb 2014, Mar 2006

SERIES CONCEPT

The Office Specialist IV is the second highest-level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

Responsibilities include providing administrative and clerical support to agency projects, programs, and activities.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I, II, or III as well as those specified in this classification.
- Oversees front office activities, as assigned.
- Works with Executive Management Team to develop work flow procedures and performance standards and ensure effective administrative support functions.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload, provide clerical support, provide phone and customer service back-up and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports. Designs flyers.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I, II or III classifications to perform daily work.
- Assists with management of document retention and archiving. Assists with establishing both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.
- Serves as backup for distribution of agenda packets for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees.
- Coordinates the preparation and distribution of other agency and project meeting packages, as assigned.
- Posts agenda packages on agency website.
- Prepares and submits legal notices for advertising in local papers.
- Coordinates with project leads to produce and process online and paper surveys.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.

- Acts as backup to prepare the minutes of the Council and other official agency meetings as assigned.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of equipment and room for meetings.
- May serve as backup for routine accounting functions, as assigned.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Office Specialist IV classification is distinguished from other Office Specialist classifications by the depth of knowledge of Microsoft Office and Adobe products, and website software.

It also requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office software and Adobe Software is required.

EXPERIENCE – MINIMUM:
Three years of secretarial experience using a personal computer system including one year of experience in a position equivalent to Office Specialist III.

EDUCATION – MINIMUM:
High school diploma or equivalent.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.

- Communicate effectively, orally, and in writing.
- Plan, coordinate, and monitor activities and projects.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both interior and exterior customers.
- Develop and manage administrative projects and to anticipate and respond to administrative and operational problems.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

COMMUNICATIONS & OUTREACH SPECIALIST I

(formerly Project Assistant)

Date Prepared: January 2004 FLSA Status: Non-Exempt Date Revised: October 2016

SERIES CONCEPT

The Communications and Outreach Specialist I is the assistant level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include a variety of communications and outreach functions to support agency projects and programs.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

Responsible for difficult, complex, and routine clerical and/or administrative support duties. May perform any of the tasks under Office Specialist.

- Works with project leads to develop and implement project outreach strategies such as surveys, email or paper mailings, and support for public and stakeholder meetings.
- Works as part of a multi-disciplinary team to provide various communications, outreach, and administrative duties in carrying out a specific work program.
- Gathers and manages program data. Tracks and analyzes program effectiveness. Prepares various reports, reviews program materials for accuracy and recommends updates as appropriate.
- Makes sure invoices are correct, signed, and processed appropriately.
- Responsible for coordinating special events.
- Serves as liaison among program participants, community members and agency partners. Assists and resolves issues related to program activities and coordination.
- Posts website content.
- Coordinates with project leads to produce and process online and paper surveys.
- Designs flyers and presentations.
- Types and formats forms, memoranda, correspondence, and reports.
- Promotes agency services and events through a variety of communication methods, including presentations.
- Coordinates and distributes agency agenda packages, as assigned.
- Manages simple to complex distribution lists.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.
- Prepares and submits legal notices for advertising in local papers.
- Provides technical information and assistance to the public by phone and in person.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

This classification is distinguished by knowledge of outreach and communication principles and practices, including surveys, meeting coordination, website posting, distribution lists, and in person communications.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:
Two years of relevant experience developing outreach materials and providing administrative support.

EDUCATION – MINIMUM:
Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic website knowledge.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for basic graphic design and document production.
- Basic graphic design principles.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally and in writing.
- Use simple graphic arts software.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

COMMUNICATIONS & OUTREACH SPECIALIST II

(formerly Digital & Outreach Coordinator)

Date Prepared: December 2014 FLSA Status: Non-Exempt Date Revised: October 2016
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SERIES CONCEPT

The Communications and Outreach Specialist II is the fully-skilled mid-level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include a wide variety of simple to complex communications and outreach functions to support agency projects and programs and enhance the agency's public outreach and community engagement activities.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

Responsible for difficult, complex, and routine clerical and/or administrative support duties. May perform any of the tasks under the Communications and Outreach Specialist I or Office Specialist.

- Works with project leads to develop and implement project outreach strategies such as surveys, email or paper mailings, and support for public and stakeholder meetings.
- Works as part of a multi-disciplinary team to provide various communications, outreach, and administrative duties in carrying out a specific work program.
- Writes simple to complex copy for web and social media outreach.
- Manages the design of agency website, and has primary responsibility for posting content supplied by project leads.
- Generates diverse types of multimedia content including video content, photographs, drawings, and other graphic media.
- Designs flyers, reports, and presentations.
- Promotes agency services and events through a variety of communication methods, including the integration of the agency's website, social media, and other emerging technologies.
- Reports on website and social media statistics to project leads and executive management team.
- Coordinates translation of agency materials into languages/formats necessary to reach target audience.
- Manages and oversees agency social media accounts.
- Works collaboratively with project leads to ensure effective communications and consistency in agency messages.
- Maintains the agency's digital image database.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Communications and Outreach Specialist II classification are distinguished by the knowledge of outreach and communications principles and practices, including design, graphics, videography, website development, social media, and outreach.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:
Two years of relevant experience developing outreach materials, including graphics and design software, website development, and videography.

EDUCATION – MINIMUM:
Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Content Management Systems
- Web programming languages, such as HTML and CSS
- Communications principles.
- Advanced website and social media principles.
- Promotional material development.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design.
- Photo/video design, production, and editing software.
- Basic and advanced graphic design principles and the use of graphic tools, techniques, and mediums including computer hardware/software, digital, and video cameras.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally, and in writing.
- Use graphic art and website production equipment such as computers, scanners, printers, copiers, digital cameras, video cameras, and their appropriate software applications.

- Plan, coordinate, and monitor activities and projects.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

COMMUNICATIONS & OUTREACH SPECIALIST III

Date Prepared: October 2016 FLSA Status: Exempt Date Revised:

SERIES CONCEPT

The Communications and Outreach Specialist III is the highest-level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include agency communication and outreach activities, including coordinating with media, developing outreach strategies, and managing agency outreach and communications content.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

May perform any of the tasks under the Communications and Outreach Specialist II and I or Office Specialist.

- Develops and implements agency public participation and outreach strategy; coordinates and performs outreach research and analysis.
- Works with the Executive Management Team to maintain oversight of communication and website standards, policies, and protocols
- Researches, writes, and edits copy for press releases, web pages, video features, newsletters, speeches, promotional materials, presentations, and informational brochures and publications.
- Manages the content and design of agency website.
- Monitors the overall effectiveness of the agency website and social media, and suggests strategies for improvement.
- Organizes and conducts trainings on social media and website posting for agency staff.
- Develops agency style guide to maintain a consistent writing style and voice across agency documents and web pages.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Communications and Outreach Specialist III classification are distinguished by their management of the agencies website, social media, and outreach activities.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:
Three years of relevant experience in communications, public relations, journalism, electronic multimedia, or related fields. One year of project management experience.

EDUCATION – MINIMUM:
Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Public participation principles and practices.
- Content Management Systems.
- Public relations principles.
- Web programming languages, such as HTML and CSS.
- Communications principles.
- Advanced website and social media principles.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design.
- Basic and advanced writing skills to create press releases, PSA's, and other documents.
- Photo/video design, production, and editing software.
- Basic and advanced graphic design principles and the use of graphic tools, techniques, and mediums including computer hardware/software, digital, and video cameras.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally, and in writing.
- Use graphic art and website production equipment such as computers, scanners, printers, copiers, digital cameras, video cameras, and their appropriate software applications.
- Plan, coordinate, and monitor activities and projects.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Position Description

DIVISION DIRECTOR

Date Prepared: December 2015 FLSA Status: Exempt Date Revised: October 2016

GENERAL DESCRIPTION

This key management classification is part of the agency's Executive Management Team (EMT), and may act on behalf of the Executive Director when designated.

Responsibilities include employee supervision, leadership, evaluation, strategic planning, project management and project work, and management of a programmatic and/or functional planning area of the agency.

ESSENTIAL JOB FUNCTIONS

- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches, and develops plans for employee development.
- Participates in the recruitment and hiring of agency staff.
- Works with Executive and Deputy Director on retention, termination, and advancement of staff under his/her supervision.
- Participates in creating and implementing staff development programs.
- Participates in development of the agency work program and work program budget. Monitors and analyzes project, programmatic, and agency budgets.
- Participates in development of project management tools.
- Working in a team setting with other members of the EMT and other staff:
  - Monitors and analyzes the agency budget.
  - Develops, prepares, and manages the agency's work program and work program budget.
  - Works with Council to develop regional priorities.
  - Provides staff training on budget development and work program cost estimating when necessary.
  - Analyzes revenue as well as approved work programs to determine appropriate staffing levels.
  - Participates in updates of agency job descriptions, personnel policies, and agency classification and compensation system.
  - Manages overall website content to ensure that it is high quality and current. Acts as a primary content reviewer and elicits content from staff when necessary.
- Participates in agency audit as needed.
- Coordinates with the Deputy Director to administer contracts and grants.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.

- Monitors and mentors project managers; serves as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Identifies and reports on technology and information services needs of the division.
- Identifies and reports on procurement, office space, and other building and equipment needs of the division.
- Monitors emerging State and Federal legislation affecting transportation, land use, environment, and economic development, as well as other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Provides planning leadership and direction, and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning problems, and implements appropriate solutions. Develops and implements regional programs.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Identifies and develops public involvement and education processes.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Oversees and coordinates investigation, analysis, and preparation of documents for public policy issues and planning and/or oversees and establishes methodologies for data collection, analysis, and complex studies related to land use, transportation, economic and/or community development, or environmental impacts.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the classification of Division Director are distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, work flow management, and employee supervision is required.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:
Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:
Master's degree in public administration, planning or related field.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Human resources management including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.

- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

DEPUTY DIRECTOR

Date Prepared: January 2002 | FLSA Status: Exempt | Date Revised: October 2016
Dec 2015, Feb 2010

GENERAL DESCRIPTION

This key management classification is part of the agency's Executive Management Team (EMT) and may act on behalf of the Executive Director when designated.

Responsibilities include employee supervision, leadership, evaluation, strategic planning, project management, and management of the administrative functions of the agency.

ESSENTIAL JOB FUNCTIONS

- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches, and develops plans for employee development.
- Manages the agency's human resources program, including recruitment, retention, termination, staff advancement, and orientation of new employees, and ensures compliance with all applicable laws and rules.
- Coordinates staff development programs and develops and maintains administrative policies and procedures including personnel policies.
- Manages office administrative functions.
- Coordinates development of the agency work program and work program budget, including calculating member assessments and projecting overhead rates.
- Manages the development and implementation of effective and accurate financial systems, operations, and procedures. Provides reports and updates on the status of agency accounts for contracts and work programs to the EMT on a monthly basis.
- Working in a team setting with other members of the EMT and other staff:
  - Develops, monitors, and analyzes the agency budget.
  - Develops, prepares, and manages the agency's work program and work program budget.
  - Works with Council to develop regional priorities.
  - Provides staff training on budget development and work program cost estimating when necessary.
  - Analyzes revenue as well as approved work programs to determine appropriate staffing levels. Maintains project budget tracking system and oversees monthly project report processing.
  - Periodically re-evaluates agency classification and compensation system.
  - Defines and recommends annual benefits levels.
  - Manages overall website content to ensure that it is high quality and current. Acts as a primary content reviewer and elicits content from staff when necessary.
- Supervises agency accounting functions including accounts payable/receivable and payroll preparation. Ensures compliance with generally accepted accounting and auditing procedures, and county, state, and federal requirements.

- Prepares agency-wide financial reports, budget, and audit documents. Manages annual agency audit and is responsible for audit compliance.
- Coordinates with the EMT to administer agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.
- Identifies funding opportunities and supports development of grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Supervises agency information technology functions, including budget, infrastructure, and program activities. In conjunction with information technology manager, plans and implements agency technology plan.
- Acts as agency purchasing officer, overseeing agency purchases. Generates purchase authorizations for major and minor purchases. Oversees recording, tagging, and surplusing of fixed assets. Manages coordination of office space and supporting elements such as telecommunications and electrical. Oversees building or equipment modification, repairs and maintenance.
- Establishes and oversees agency records management including long and short term storage, records retention, and database of archived records. Responds to and manages public records requests.
- Monitors emerging State and Federal legislation affecting administrative functions of the agency.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to support administrative functions.
- Advises appointed and elected officials on policies and administrative procedures.
- Provides staff support to the Council and related committees.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the classification of Deputy Director are distinguished by the agency-wide level of responsibility for financial management, human resources, information technology, audit compliance, contracts and grant administration, employee leadership, and supervision. A comprehensive knowledge of financial management and systems, information technology, human resources management, and employee supervision is required.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible public sector administrative experience that provides comprehensive knowledge of the principles and practices of public and business administration.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:
Bachelor's degree in public or business administration or a closely related field.

PREFERRED:
Master's degree in public or business administration.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices
- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures;
- Facilities management
- Information systems
- Human resources management including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Local government and political decision-making processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively both in writing and orally.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

GIS TECHNICIAN

Date Prepared: September 2012 FLSA Status: Non-Exempt Date Revised: October 2016

SERIES CONCEPT

The GIS Technician is an entry-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry, and other tasks related within the agency's Geographic Information System (GIS) program. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

Performs basic to moderate data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve spatial and relational problems.

- Creates, updates, and maintains GIS and relational databases in various formats.
- Conducts data analysis and preparation of data reports and maps.
- Develops accurate and complete metadata for data sets by TRPC.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Responds to public inquiries with data and information as directed by supervisor.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Technician classification are distinguished by the specialized technical GIS skills necessary to perform moderate functions involving analysis, databases, and data development and conversion.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: One year of experience in the use of ArcGIS Desktop, and relational databases.

Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Database management.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

GIS ANALYST

Date Prepared: January 2002 | FLSA Status: Non-Exempt | Date Revised: October 2016; Apr 2014; Sept 2012

SERIES CONCEPT

The GIS Analyst is a fully-skilled working level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include working as a GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks, and monitor quality and quantity of work for GIS Technicians and interns.
- Performs basic to complex data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Manages and monitors project tasks.
- Monitors and analyzes project and programmatic budgets.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Analyst classification are distinguished by the specialized technical GIS skills necessary to perform moderate to complex functions involving analysis, database design and management, and application development. This classification is responsible for managing workload and budgets.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: Two years of experience in the use of ArcGIS Desktop, and relational databases. Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks. One year of project management experience is desirable.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Geographic data sources available through local, county, state, or federal agencies.
- Research methods and practices.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage project tasks.
- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

SENIOR GIS ANALYST

Date Prepared: September 2012 | FLSA Status: Exempt | Date Revised: October 2016; Apr 2014; Sept 2012

SERIES CONCEPT

The Senior GIS Analyst is the highest-level analyst classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager for projects relating to Geographic Information System technology, and data programs and/or working as a high-level GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection, and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

Positions in this classification work independently with minimal supervision.

Duties may include mentoring and monitoring the work of GIS Analyst and GIS Technician classifications.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks and monitor quality and quantity of work for GIS Analysts, GIS Technicians, and interns.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.

- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Acts as back up to the GIS Coordinator in their absence.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Senior GIS Analyst classification are distinguished from the GIS Analyst classification by the specialized technical GIS skills necessary to perform the most complex functions involving analysis, database design and management, application development, as well as project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Three years of experience in the use of ArcGIS Desktop and its related extensions and relational databases. Demonstrated experience designing custom applications with relevant programming languages.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- One year of project management experience with budget responsibilities must be included in the three years of experience.

EDUCATION – MINIMUM:

- Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

- Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead projects.
- Lead and motivate others.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

GIS COORDINATOR

Date Prepared: January 2004 | FLSA Status: Exempt | Date Revised: October 2016; Apr 2014; Sept 2012

SERIES CONCEPT

The Geographic Information System (GIS) Coordinator is the highest-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

This classification coordinates and performs work relating to all aspects of the agency's Geographic Information System program including managing the workload and scheduling of the unit, and monitoring individuals' quality of work. This classification acts as lead to Senior GIS Analyst, GIS Analyst and GIS Technician and classifications.

Responsibilities include serving as a working project manager for high-level and complex projects related to GIS, technology, and data programs and/or working as a high-level GIS and data specialist for application design, task automation, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry.

Positions in this classification may manage other projects/programs and perform other planning/computer related duties as needed.

ESSENTIAL JOB FUNCTIONS

- Acts as lead to GIS Technician, GIS Analyst, and Senior GIS Analyst classifications; provides training, coaching, assigns tasks, and monitors quality and quantity of work.
- Acts in coordination with Division Director to conduct performance appraisals of GIS staff. Coaches and develops plans for GIS staff development.
- Participates in recruitment and hiring of GIS staff.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for complex and sensitive projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.

- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Acts as primary contact to scope GIS projects and programs.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Develops data sharing agreements with outside agencies and consultants while exercising sound judgment in safeguarding confidential or sensitive materials.
- Acts as back up to the Information Technology Manager in his/her absence to maintain and troubleshoot agency information technology systems to ensure proper operation and function.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Coordinator classification are distinguished by the level of responsibility required for overseeing the GIS unit and monitoring and scheduling the work of the Senior GIS Analyst, GIS Analyst, and GIS Technician classifications. This classification and Senior GIS Analyst classification are also distinguished by the specialized technical GIS skills necessary to perform complex functions involving analysis, database design and management, as well as their project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Four years of experience using the ESRI suite of GIS software including ArcGIS Desktop and its related extensions, ArcGIS Enterprise, and relational databases.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- Two years of project management and experience with budget responsibilities must be included in the four years of experience.
- One year of experience in a lead or supervisory capacity is desirable.

EDUCATION – MINIMUM:

- Bachelor’s degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

- Any demonstrated combination of experience and education which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead complex projects.
- Direct the work of others by providing training, coaching and work oversight.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Organize the workload for the unit, assuming responsibility for meeting established deadlines, budgets, and reporting on progress.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

Classification Specification

INFORMATION TECHNOLOGY TECHNICIAN

Date Prepared: November 2016 FLSA Status: Non-Exempt Date Revised:

SERIES CONCEPT

The Information Technology (IT) Technician is an entry-level classification of the IT series, which includes: IT Manager, IT Network Analyst, IT Specialist, and IT Technician.

GENERAL DESCRIPTION

This entry-level Information Technology position provides an initial level of contact for solving IT problems. Receives requests for help via telephone, email, walk-up, or other means, and assists TRPC staff and the public with solving basic system problems. The position provides immediate verbal or written instructions on how to resolve software technology problems, communicates directly with customers, and provides other technology based services offered through the Information Technology department. The position uses a blend of customer service and technical skills to assist agency employees and the public. If unable to resolve problems, this position will escalate issue to higher level IT staff for resolution.

This classification works under supervision.

ESSENTIAL JOB FUNCTIONS

- Provides initial troubleshooting of customer technical problems with the goal of immediate problem resolution. This initial and prompt technical troubleshooting allows the problem to be fixed immediately or escalated to higher level IT staff for resolution.
- Works directly with customers to receive and process requests for technical help from staff and the public. This direct contact with customers allows problems to be identified faster and appropriate technical resources to be assigned.
- Monitors and documents service requests for technical help.
- Updates Help Desk technical support documentation including Standard Operating Procedures and work instructions so that knowledge is shared among IT staff. This will allow for timely troubleshooting and ensure that staff requesting help get back to work more quickly.
- Communicates with customers after tasks are completed to ensure the service delivery results were satisfactory, efficiently delivered, and consistent with TRPC policies and procedures.
- Tracks workloads, reassesses tasks frequently, and adjusts priorities as needed to successfully balance IT staff time between routine duties, addressing priority tasks, and performing specific assignments so that customer requests are effectively prioritized based on need, and IT staff time is used efficiently.
- Ensures TRPC data is kept secure and confidential.

OTHER JOB FUNCTIONS

May also perform other IT work and related duties assigned under direction and supervision of higher level IT staff.

DISTINGUISHING FEATURES

This entry level position provides the initial point of contact for solving IT problems.

WORKING CONDITIONS

Work is performed indoors in an office environment. The ability to lift computer components, move furniture, work in tight spaces or on ladders is occasionally required. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EDUCATION – MINIMUM:
Bachelor's or Associate's degree in computer science or related field or equivalent combination of education and experience.

EXPERIENCE – MINIMUM:
One year of experience in Information Technology.

PREFERRED:
Customer service and issue tracking skills.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Microsoft Office Suite
- Web Browsers and Web Applications
- Adobe Acrobat
- Microsoft Windows
- Desktops, Laptops, Mobile Devices, and Related Applications
- Wired and Wireless Networking
- Data Management and Protection
- Cybersecurity
- Cloud Computing
- Mobile Computing
- Remote Access
- VOIP Telephone Systems
- Networked Printers and Copiers Administration
- Power Management

Ability to:

- Stay up to date with rapidly evolving information technology.
- Use innovative and creative approaches to problem solving.
- Work and assist staff and customers of every skill in a supportive, courteous manner and provide excellent customer service.
- Communicate in a clear understandable manner with both non-technical and technical persons and write clear and concise reports including system documentation.
- Collaborate with other staff to ensure delivery of quality services and facilitate work in a group setting.
- Establish and maintain effective working relationships.
- Follow directions from other IT staff.

SPECIAL REQUIREMENTS

Must be willing to work evenings, weekends and holidays, as required.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

INFORMATION TECHNOLOGY SPECIALIST

Date Prepared: November 2016 FLSA Status: Exempt Date Revised:

SERIES CONCEPT

The Information Technology (IT) Specialist is a fully-skilled, mid-level classification of the IT series, which includes: IT Manager, IT Network Analyst, IT Specialist, and IT Technician.

GENERAL DESCRIPTION

The Information Technology Specialist works collaboratively with other IT team members supporting the activities and operations of the Agency's IT systems, equipment, and services. Responsibilities include providing initial and escalated troubleshooting, performing installation, operation, maintenance and security of Agency IT systems, applications, services, and telephones.

This classification works under minimal supervision.

Duties may include mentoring and monitoring the work of the IT Technician classification.

ESSENTIAL JOB FUNCTIONS

- Provides initial troubleshooting of customer technical problems with the goal of immediate problem resolution. This initial and prompt technical troubleshooting allows the problem to be fixed immediately or escalated to higher level IT staff for resolution.
- Works directly with customers to receive and process requests for technical help from staff and the public. This direct contact with customers allows problems to be identified faster and appropriate technical resources to be assigned.
- Monitors and documents service requests for technical help.
- Updates Help Desk technical support documentation including Standard Operating Procedures and work instructions so that knowledge is shared among IT staff. This will allow for timely troubleshooting and ensure that staff requesting help get back to work more quickly.
- Communicates with customers after tasks are completed to ensure the service delivery results were satisfactory, efficiently delivered, and consistent with TRPC policies and procedures.
- Tracks workloads, reassesses tasks frequently, and adjusts priorities as needed to successfully balance IT staff time between routine duties, addressing priority tasks, and performing specific assignments so that customer requests are effectively prioritized based on need, and IT staff time is used efficiently.
- Performs server, desktop, and mobile device administration including the monitoring, tuning, updating, and maintenance of IT systems and services to ensure performance and reliability. Identifies and troubleshoots hardware/software/service problems; works with vendors to ensure prompt solutions. Operates backup and disaster recovery systems and strategies.
- Provides user training and documentation, as needed, to facilitate staff IT usage and acts as a technical resource.
- Configures, maintains, updates and troubleshoots Agency's phone system, and mobile devices.

- Works with other IT team members on the implementation of upgrades to Agency IT hardware, software, applications, services and cloud computing.
- Operates and maintains security systems and services that provide detection, prevention, containment, and deterrence mechanisms to protect and maintain the integrity of the Agency's IT infrastructure and data. Cybersecurity systems and services include next generation firewalls, network and host intrusion prevention, vulnerability management, security information and event management (SIEM), packet capture, anti-virus, anti-malware, anti-spam, and patch management. Analyzes security events, conducts incident response, forensics and remediation. Removes unneeded applications and conducts hardening of systems to reduce attack surface. Teaches and coordinates security awareness training for staff.
- Supports the Agency's internet services and the Agency's remote access system.
- Provides direction to IT Technician, contract employees, and consultants.
- Ensures TRPC data is kept secure and confidential.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Information Technology Specialist classification assists in the troubleshooting, operation, management, and maintenance of the Agency's IT services and associated technology. This classification works collaboratively with the Agency IT team.

WORKING CONDITIONS

Work is performed indoors in an office environment. The ability to lift computer components, move furniture, work in tight spaces or on ladders is occasionally required. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EDUCATION – MINIMUM:
Bachelor's degree in computer science or related field or equivalent combination of education and experience.

EXPERIENCE – MINIMUM:
Two years of experience in Information Technology.

PREFERRED:
Proven troubleshooting, customer service, and issue tracking skills.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Servers, Desktops, Laptops, Mobile Devices, and Related Applications
- Wired and Wireless Networking
- Cybersecurity
- Data Backup and Disaster Recovery
- Hardware and Software Virtualization
- Storage Area Networks
- Internet Technologies

- Cloud Computing
- Mobile Computing
- Email Administration
- Remote Access
- VOIP Telephone Systems
- Software Licensing and Management
- Networked Printers and Copiers Administration
- Power Management
- Webserver and Website Management
- Web Programming
- Data Analysis and Database Administration
- Project Management

Ability to:

- Stay up to date with rapidly evolving information technology.
- Use innovative and creative approaches to problem solving.
- Troubleshoot difficult problems efficiently to get business critical systems back online quickly.
- Work and assist staff and customers of every skill in a supportive, courteous manner and provide excellent customer service.
- Understand, utilize, and provide complex information technology systems and services.
- Manage and work on multiple, simultaneous, complex projects with competing priorities.
- Monitor project budgets.
- Communicate in a clear understandable manner with both non-technical and technical persons and write clear and concise reports including system documentation.
- Collaborate with other staff to ensure delivery of quality services and facilitate work in a group setting.
- Establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must be willing to work evenings, weekends and holidays, as required.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

Classification Specification

INFORMATION TECHNOLOGY NETWORK ANALYST

Date Prepared: November 2016 FLSA Status: Exempt Date Revised:

SERIES CONCEPT

The Information Technology (IT) Network Analyst is a highly-skilled, mid-level classification of the IT series, which includes: IT Manager, IT Network Analyst, IT Specialist, and IT Technician.

GENERAL DESCRIPTION

The Information Technology (IT) Network Analyst has a proven understanding of, and work experience with, diverse IT systems and services. This position works collaboratively with other IT team members supporting the activities and operations of the Agency's IT systems, equipment and services. Responsibilities include working closely with the IT Manager, Agency staff, customers, consultants, and vendors to support effective IT solutions to address Agency business needs; performing specialized analysis, design, installation, operation, maintenance, security and troubleshooting of Agency IT systems, applications, services and telephones.

This classification works independently with minimal supervision.

Duties may include mentoring and monitoring the work of the IT Specialist and IT Technician classifications.

ESSENTIAL JOB FUNCTIONS

- Performs network and system administration including the monitoring, tuning, updating, and reconfiguring of IT systems and services to ensure performance and reliability. Identifies and troubleshoots hardware/software/service problems; works with vendors to ensure prompt solutions. Implements and maintains backup and disaster recovery systems and strategies.
- Provides user support, consultation, training, and documentation, as needed, to facilitate staff IT usage and acts as a technical resource.
- Configures, maintains, updates and troubleshoots Agency's phone system, and mobile devices.
- Assists IT Manager with coordinating the implementation of upgrades to Agency IT hardware, software, applications, services and cloud computing.
- Works with IT Manager and Agency staff on initiatives such as new technology needs and assists IT Manager with finding appropriate solutions.
- Recommends, implements, operates and maintains security systems and services that provide detection, prevention, containment, and deterrence mechanisms to protect and maintain the integrity of the Agency's IT infrastructure and data. Cybersecurity systems and services include next generation firewalls, network and host intrusion prevention, vulnerability management, security information and event management (SIEM), packet capture, anti-virus, anti-malware, anti-spam, and patch management. Analyzes security events, conducts incident response, forensics and remediation. Removes unneeded applications and conducts hardening of systems to reduce attack surface. Teaches and coordinates security awareness training for staff.

- Supports the Agency's internet services and the Agency remote access system.
- Provides user high-level support, training, documentation and acts as a technical resource.
- Provides direction to IT Specialist and Technician, contract employees, and consultants.
- Ensures TRPC data is kept secure and confidential.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Information Technology Network Analyst classification is distinguished by the high level of responsibility for the operation, management, and maintenance of the Agency's network, IT services and associated technology. This classification works collaboratively with the Agency IT team. This classification requires a comprehensive knowledge of IT system management.

WORKING CONDITIONS

Work is performed indoors in an office environment. The ability to lift computer components, move furniture, work in tight spaces or on ladders is occasionally required. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EDUCATION – MINIMUM:
Bachelor's degree in computer science or related field or equivalent combination of education and experience.

EXPERIENCE – MINIMUM:
Three years of increasingly responsible experience in Information Technology. Experience managing IT operations, and overseeing computer upgrades and installations.

PREFERRED:
Project management experience.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Servers, Desktops, Laptops, Mobile Devices, and Related Applications
- Wired and Wireless Networking
- Cybersecurity
- Data Backup and Disaster Recovery
- Hardware and Software Virtualization
- Storage Area Networks
- Internet Technologies
- Cloud Computing
- Mobile Computing
- Email Administration
- Remote Access
- VOIP Telephone Systems

- Software Licensing and Management
- Networked Printers and Copiers Administration
- Power Management
- Webserver and Website Management
- Web Programming
- Data Analysis and Database Administration
- Project Management

Ability to:

- Stay up to date with rapidly evolving information technology.
- Analyze business needs, design and recommend effective solutions.
- Use innovative and creative approaches to problem solving.
- Troubleshoot difficult problems efficiently to get business critical systems back online quickly.
- Work and assist staff and customers of every skill in a supportive, courteous manner and provide excellent customer service.
- Understand, utilize, and provide complex information technology systems and services.
- Manage and work on multiple, simultaneous, complex projects with competing priorities.
- Monitor project budgets.
- Evaluate and recommend IT systems and services.
- Communicate in a clear understandable manner with both non-technical and technical persons and write clear and concise reports including system documentation.
- Collaborate with other staff to ensure delivery of quality services and facilitate work in a group setting.
- Establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must be willing to work evenings, weekends and holidays, as required.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

INFORMATION TECHNOLOGY MANAGER

Date Prepared: January 2002 FLSA Status: Exempt Date Revised: October 2016
Apr 2014, Mar 2006

SERIES CONCEPT

The Information Technology (IT) Manager is the highest-level classification of the IT series, which includes: IT Manager, IT Network Analyst, IT Specialist, and IT Technician.

GENERAL DESCRIPTION

The Information Technology Manager, manages and coordinates the activities and operations of the agency's IT systems, equipment and services. Responsibilities include providing overall IT leadership for the agency; working closely with agency staff, customers, consultants, and vendors to deliver effective IT solutions to address agency business needs; performing specialized analysis, design, acquisition, installation, operation, maintenance, security and troubleshooting of agency IT systems, applications, services and telephones; managing agency internet development and maintenance; managing IT staff, contract employees, and consultants.

Positions in this classification may manage other projects/programs and perform other planning duties.

ESSENTIAL JOB FUNCTIONS

- Develops, reviews, and updates IT goals and objectives for the agency. In the planning process, considers cost-effectiveness and makes recommendations that maximize the performance and reliability of agency IT resources. Implements plans and uses resources wisely. Researches and evaluates new technologies and strategies to guide agency decision-making; reviews current literature, strategies used by other entities, and other resources to keep informed of new technology advances. Conducts needs assessments to analyze agency business requirements; translates needs assessments into services and systems that deliver maximum efficiency and effectiveness.
- Acts as project manager coordinating the implementation of major expansions and upgrades for agency IT hardware, software, applications, services and cloud computing. Negotiates pricing, licensing, and services contracts with vendors and coordinates acquisition, installation, integration and testing.
- Performs network and system administration including the monitoring, tuning, updating, and reconfiguring of IT systems and services to ensure performance and reliability. Identifies and troubleshoots hardware/software/service problems; works with vendors to ensure prompt solutions. Implements and maintains backup and disaster recovery systems and strategies.
- Provides user support, consultation, training, and documentation, as needed, to facilitate staff IT usage and acts as a technical resource.
- Drafts cybersecurity policies and standards; specifies, implements, operates and maintains security systems and services that provide detection, prevention, containment, and deterrence mechanisms to protect and maintain the integrity of the agency's IT infrastructure and data. Cybersecurity systems and services include next generation firewalls, network and host intrusion prevention, vulnerability management, security information and event management (SIEM), packet capture, anti-virus, anti-malware, anti-spam, and patch management. Analyzes security events, conducts incident response, forensics and remediation. Removes unneeded applications and conducts hardening of systems to reduce attack surface. Teaches and coordinates security awareness training for staff.
- Participates in the creation of agency, automation and project budgets; manages and monitors revenue/expenditures during the year. Works with vendors and consultants to acquire equipment,

applications and services; negotiates and writes contracts with consultants; administers maintenance contracts.

- Develops and manages the agency's internet services; manages contracts for internet access with internet service providers (ISPs) and the digital circuits connecting the Agency to the internet; manages the agency remote access system.
- Configures, maintains, updates and troubleshoots agency's phone system, and mobile devices. Also manages agency voice and mobile services contracts.
- Works with staff on initiatives such as new technology needs and assists with finding appropriate solutions.
- Develops strategic alliances with other governmental agencies and private entities to improve TRPC's information technology effectiveness.
- Manages IT staff, contracted employees, and consultants**.**

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Information Technology Manager classification is distinguished by the high level of responsibility for the design, operation, management, and maintenance of the agency's network, IT services and associated technology. This classification works independently and exercises considerable professional judgment. This classification requires a comprehensive knowledge of IT system design and makes recommendations to executive management regarding technology expenditures. This classification also has management responsibility for the IT team.

WORKING CONDITIONS

Work is performed indoors in an office environment. The ability to lift computer components, move furniture, work in tight spaces or on ladders is occasionally required. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EDUCATION – MINIMUM:
Bachelor's degree in computer science or related field.

EXPERIENCE – MINIMUM:
Five years of increasingly responsible experience in Information Technology. Experience managing technical staff, IT operations, and overseeing computer upgrades and installations.

PREFERRED:
Project management experience and two years of experience in a supervisory role.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Servers, Desktops, Laptops, Mobile Devices, and Related Applications
- Wired and Wireless Networking

- Cybersecurity
- Data Backup and Disaster Recovery
- Hardware and Software Virtualization
- Storage Area Networks
- Internet Technologies
- Cloud Computing
- Mobile Computing
- Email Administration
- Remote Access
- VOIP Telephone Systems
- Software Licensing, Management, and Procurement
- Networked Printers and Copiers Administration
- Power Management
- Webserver and Website Management
- Web Programming
- Data Analysis and Database Administration
- Fiscal, Staff, and Project Management

Ability to:

- Stay up to date with rapidly evolving information technology.
- Analyze business needs and design effective solutions.
- Use innovative and creative approaches to problem solving.
- Troubleshoot difficult problems efficiently to get business critical systems back online quickly.
- Work and assist staff and customers of every skill in a supportive, courteous manner and provide excellent customer service.
- Understand, utilize, and provide complex information technology systems and services.
- Plan, manage and work on multiple, simultaneous, complex projects with competing priorities.
- Plan, organize, and oversee varied work programs, including monitoring the budget, work schedules, grant requirements, vendor contracts, and progress reviews.
- Evaluate, negotiate, and purchase IT systems and services.
- Manage contracts for IT services such as maintenance/support, cloud, and telecommunications.
- Communicate in a clear understandable manner with both non-technical and technical persons and write clear and concise reports including system documentation.
- Direct and coordinate the work of agency staff members.
- Collaborate with other staff to ensure delivery of quality services and facilitate work in a group setting.
- Establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must be willing to work evenings, weekends and holidays, as required.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

TRANSPORTATION MODELER

Date Prepared: December 2015 FLSA Status: Exempt Date Revised: October 2016
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SERIES CONCEPT

Transportation Modeler is a fully-skilled working level classification of the modeler series, which includes: Transportation Modeler and Senior Transportation Modeler.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager and/or performing highly technical transportation modeling and planning tasks within the regional transportation planning program.

Responsible for the update, maintenance, and utilization of the regional transportation models.

Position in this classification work under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- Is the primary technical liaison for the agency and member jurisdictions for travel forecasting and traffic operations projects.
- Supports regional transportation tasks including but not limited to short and long range travel forecasts; air quality conformity analysis; concurrency analysis, corridor studies; development and implementation of congestion or delay measures; multi-modal evaluation of land use scenario impacts on the region's transportation system; and traffic engineering concepts and analysis.
- Serves as a working project manager for agency and member projects and programs involving transportation modeling.
- Provides guidance to assigned staff and interns.
- Serves as an agency representative on technical committees and boards.
- Communicates and interacts with staff at other organizations at the request of Division Director or the Executive Director.
- Coordinates with general planning staff to ensure that the agency's transportation modeling capabilities are integrated into the overall program.
- May be responsible for leading planning efforts outside the scope of transportation modeling.
- May develop status reports for project, program, and grant reporting.
- Participates in development of scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Assists in preparation of grant applications for federal, state, local and other funds to further Council goals and objectives.
- Participates in scoping, and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- May assist in identifying technology and information services needs of the transportation modeling program.
- Complies with all relevant rules and regulations.

- Provides technical support for appointed committees, workgroups, and stakeholder groups on transportation modeling issues.
- Responds to public inquiries with transportation-related data and information.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Prepares written reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Transportation Modeler classification are distinguished by the in-depth knowledge and technical ability in the principles and practices of transportation modeling. This classification is responsible for exercising independent, sound professional judgment in solving complex problems.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Three years of experience in the fields of transportation modeling and/or traffic engineering is required.
- A demonstrated knowledge of transportation planning and growth management concepts, along with hands on experience with the agency's current transportation modeling software (EMME and DYNAMEQ) is desirable.

EDUCATION – MINIMUM:
Bachelor's degree in transportation engineering, transportation planning, urban planning, or a related field.

PREFERRED:
A Master's Degree in transportation engineering, urban planning, or regional planning or related field. Ability to acquire a WA state professional engineering license

OR SUBSTITUTING
Any demonstrated combination of experience, education, and certifications which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Project management principles and practices.
- Transportation modeling and related statistical software.
- General planning concepts and processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Update and operate transportation models.
- Manage and coordinate assigned projects and effectively manage project staff.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Exercise independent professional judgment to solve complex problems.
- Organize and oversee projects. Manage numerous projects simultaneously.
- Communicate technical information effectively, either orally or in writing.
- Establish and maintain cooperative working relationships with other agencies and the public.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Position Description

SENIOR TRANSPORTATION MODELER

Date Prepared: December 2015 FLSA Status: Exempt Date Revised: October 2016

SERIES CONCEPT

Senior Transportation Modeler is the highest-level classification of the Transportation Modeler series, which includes: Transportation Modeler and Senior Transportation Modeler.

GENERAL DESCRIPTION

Responsibilities include serving as working project manager for high-level and complex projects, and/or performing highly technical transportation model development, transportation modeling, and planning tasks within the regional transportation planning program.

Responsible for the development, maintenance, and utilization of the regional transportation models.

Positions in this classification exercise considerable independent judgement to manage day-to-day activities

ESSENTIAL JOB FUNCTIONS

- Serves as the lead and is the primary technical liaison for the agency and member jurisdictions for travel forecasting and traffic operations projects.
- Acts as technical modeling lead to support the regional transportation program activities including but not limited to: short and long range travel forecasts; air quality conformity analysis; concurrency analysis, corridor studies; development and implementation of performance measures; multi-modal evaluation of land use scenario impacts on the region's transportation system; and traffic engineering concepts and analysis.
- Serves as a working project manager for development and management of modeling contracts, and coordination with model development consultants, and agency and member projects and programs.
- Provides supervision and training for assigned staff and interns.
- Serves as an agency representative and actively contributes to regional, state, and national transportation and model development research activities.
- Communicates and interacts with policy makers, executives and administrators of other organizations at the request of Division Director or the Executive Director.
- Coordinates with general planning staff to ensure that the agency's transportation modeling capabilities are integrated into the overall program.
- May be responsible for leading planning efforts outside the scope of transportation modeling.
- Develops status reports for project, program, and grant reporting.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.

- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Identifies technology and information services needs of the transportation modeling program.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Provides technical support for appointed committees, workgroups, and stakeholder groups on transportation modeling issues.
- Responds to public inquiries with transportation-related data and information.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Prepares written reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Senior Transportation Modeler classification are distinguished from those of Transportation Modeler/Planner by the greater degree of responsibility for technical and administrative elements of the work program, and a greater level of technical expertise in the field of transportation model development. Senior Transportation Modelers are given a broad latitude to use independent judgement in model development and making decisions for the transportation modeling program, and in dealing with the public and appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of increasingly responsible experience in the fields of transportation modeling and/or traffic engineering is required.
- Two years of project management experience must be included in the five years of experience.
- A demonstrated knowledge of transportation planning and growth management concepts, along with hands on experience with the agency's current transportation modeling software (EMME and DYNAMEQ) is desirable.

EDUCATION – MINIMUM:
A Bachelor's Degree in transportation engineering, transportation planning, urban planning, or a related field.

PREFERRED:
Master's degree in transportation engineering, transportation planning, urban planning, or related field. Ability to acquire a WA state professional engineering license.

OR SUBSTITUTING
Any demonstrated combination of experience, education, and certifications, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Project management principles and practices.
- Transportation modeling and related statistical software, including model development.
- General planning concepts and processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Develop, calibrate, and operate transportation models.
- Manage project team, mentor and train team members, and contribute to professional growth of assigned staff.
- Lead and motivate others.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Exercise independent professional judgment to solve complex problems.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews. Manage numerous projects simultaneously.
- Communicate technical information effectively, either orally or in writing.
- Establish and maintain cooperative working relationships with other agencies and the public.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

OFFICE MANAGER

Date Prepared: January 2002 | FLSA Status: Exempt | Date Revised: October 2016
Apr 2014, Oct 2007

GENERAL DESCRIPTION

Responsibilities include coordinating agency administrative support functions, implementing policies and procedures for production of documents, workflow, filing, ordering of supplies, records maintenance, and other clerical services.

Responsibilities include maintaining the agency's accounting functions, including general ledgers, assisting with preparing the annual budget and financial statements, managing accounts receivable and payable, and preparing payroll.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

Office Manager

- Works with Executive Management Team to develop work flow procedures and performance standards, and promote effective administrative support functions.
- Participates in the hiring process of new administrative support staff, and provides initial orientation and training.
- Establishes and evaluates operating policies and procedures to ensure effective administrative support functions.
- Assists in researching and making decisions regarding purchase of a variety of office equipment and computer software.
- Manages document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Assists in the preparation of complex statistical and policy reports acting as a technical proofreader, and researching data as appropriate.
- Uses appropriate software to automate processes where possible. Designs and maintains spreadsheets and databases for use in support of administrative support functions and for various project activities.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.
- In a team setting, works with administrative support staff to provide clerical support to agency.
- Provides technical information and assistance to the public by phone and in person.
- Provides guidance and training.

Accounting

- Serves as agency contact regarding accounting and payroll matters providing information/data as requested.
- Advises the Executive Director and Executive Management Team on budgetary and accounting matters.
- Processes all invoices for agency; deposits and tracks and/or oversees depositing of receivables.
- Prepares and maintains general journals and general ledgers; edits and reconciles discrepancies, and corrects irregularities to prepare balanced general ledger.
- Prepares weekly budget and financial reports for staff review and then prepares monthly balance sheet and overhead reports.
- Assists in compiling and producing the annual budget, financial statements, and special reports.
- Assists in tracking grant match for multiple projects.
- Computes and processes monthly payroll. Advises agency staff on payroll matters and preparation of timesheets. Creates monthly leave balance reports.
- May train and oversee the work of other staff as required in accounting, fund handling, depositing, preparing invoices, and preparing payroll.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Office Manager classification is distinguished by the high level of responsibility for overseeing day to day office operation and accounting functions. This classification is responsible for leading and supervising administrative support staff to accomplish agency goals and work programs.

The accountant functions are distinguished by the high level of responsibility for operations and maintenance of the agency accounting system, comprehensive knowledge of accounting procedures and audit requirements, and the ability to work independently and establish procedures with little direction, except in the area of policy.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:
One-year experience in a senior level office support position which includes experience performing accounting functions, acting as lead staff, independently coordinating projects and creating complex documents and reports, and computer software and hardware technical support.

Three years of governmental accounting experience.

EDUCATION – MINIMUM:
Bachelor's Degree in Business Administration or accounting.

OR SUBSTITUTING
Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.
- Principles and practices of office management and work organization.
- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar, and word usage.
- Microsoft Office software for document and spreadsheet preparation.

Ability to:

- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Communicate effectively, orally, and in writing.
- Develop and manage administrative projects and anticipate and respond to administrative and operational problems.
- Design, implement, and maintain accounting and financial systems.
- Plan, administer, and evaluate complex procedures and accounting policies.
- Apply accounting procedures in preparing accurate and timely accounting records and reports.
- Interpret and apply laws and regulations that affect governmental accounting.
- Work with staff of contracting agencies in a knowledgeable and tactful manner to collect and/or disseminate financial information.
- Assist state auditors in their review of agency financial records.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

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Classification Specification

PLANNING TECHNICIAN

Date Prepared: October 2016 FLSA Status: Non-Exempt Date Revised:

SERIES CONCEPT

The Planning Technician is the entry-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Assists in the research, development and implementation of plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Assists in data research and analysis and preparation of data reports.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Assists with investigation, analysis and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- Complies with all relevant rules and regulations.
- Provides technical and staff support to other staff members within the organization.
- Assists with public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Planning Technician classification are distinguished by their level of supervision and entry level knowledge of principles and practices in the planning field.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:
None

EDUCATION – MINIMUM:
Bachelor's or Associate's degree in planning or a related field such as geography, economics, political science, or environmental studies.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Resolve conflict in an open and inclusive manner.

SPECIAL REQUIREMENTS

May be required to work nights and weekends.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

ASSISTANT PLANNER

Date Prepared: January 2002 FLSA Status: Non-Exempt Date Revised: October 2016
Mar 2006
:

SERIES CONCEPT

The Assistant Planner is the mid-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Researches, develops and implements plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Conducts data research and analysis and prepares data reports.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts investigation, analysis, and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- May assist in preparation of grant applications for federal, state, local and other funds to further Council goals and objectives.
- Complies with all relevant rules and regulations.
- Communicates and interacts with staff at other organizations.
- Serves as planning representative and/or coordinator on committees and boards.
- Advises appointed or elected officials on planning procedures and policies with respect to individual programs and projects.
- Provides technical and staff support to other staff members within the organization.
- Conducts public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- Makes presentations and acts as resource to public and private officials.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Assistant Planner classification are distinguished by the knowledge of principles and practices within a particular functional planning area, and by the responsibility for reviewing and developing documents and both developing and presenting recommendations in coordination with Associate Planners/ Senior Planners/ Division Directors and staff from other agencies.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:
One year of experience assisting in the design or implementation of ordinances, comprehensive, and community plans.

EDUCATION – MINIMUM:
Bachelor's degree in planning or a related field such as geography, economics, political science, or environmental studies.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Principles, practices, regulations, and techniques.
- Research methods and practices.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Write clear and concise reports and plans.
- Organize and prioritize workload.
- Organize and participate in public meetings and communicate ideas effectively.
- Establish and maintain effective working relationships with agency staff.

SPECIAL REQUIREMENTS

May be required to work evenings and weekends.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

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Classification Specification

ASSOCIATE PLANNER

Date Prepared: January 2002 | FLSA Status: Exempt | Date Revised: October 2016
Apr 2014, Mar 2006

SERIES CONCEPT

The Associate Planner is the fully skilled working level of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager and/or as a working technical specialist in a particular aspect of planning; coordinating the preparation or administration of regional or local plans, land use regulations, or planning programs.

Positions in this classification work under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- Provides guidance to assigned staff and interns.
- Serves as a working project manager for agency and member projects and programs.
- Coordinates and implements work programs for projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts complex studies related to land use, transportation, community and economic development, or environment and/or conducts data collection, analysis, and complex studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- Participates in development of scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Assists in preparation of grant, training, and technical assistance applications for federal, state, local and other funds to further Council goals and objectives.
- Participates in scoping, and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors and analyzes project and programmatic budgets.
- May provide information for agency audit as needed.
- Complies with all relevant rules and regulations.
- May monitor emerging State and Federal legislation as it relates to specific projects or programs.
- Communicates and interacts with staff at other organizations.
- Serves as planning representative and/or coordinator on committees and boards.
- Advises appointed and elected officials on public policy issues, planning procedures, comprehensive and special plans, as well as regulatory ordinances.

- Provides technical and administrative staff support for appointed committees, workgroups, and stakeholder groups on planning issues or special studies.
- Conducts public involvement and education processes.
- Responds to public inquiries with data and information on planning processes and policies.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- May assist in identifying technology and information services needs of a project or program.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Associate Planner classification are distinguished from those in the Assistant Planner classification by the greater depth of technical knowledge required and by the increased responsibility for coordinating the work of other planning staff and staff from other agencies. Associate Planners are given broad responsibility for managing projects; developing recommendations on planning issues, policies, and their applications; and dealing with the public, appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:
Three years of experience within a planning process related to urban or regional plans, comprehensive plans, or community development.

EDUCATION – MINIMUM:
Bachelor's degree in planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:
Master's degree in planning or related field.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, regulations, and techniques as they relate one or more functional areas such as land use, economic development, environmental impact, transportation, or a related area.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Specialized area of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Lead and motivate others.
- Manage projects.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Organize and oversee work programs, including monitoring the budget, work schedules, grant requirements, and progress reviews.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial planning policies or regulations.
- Establish and maintain effective working relations with agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

May be required to work evenings and weekends.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

SENIOR PLANNER

Date Prepared: January 2002 | FLSA Status: Exempt | Date Revised: October 2016
Mar 2006

SERIES CONCEPT

The Senior Planner is the advanced project manager, technical expert, and fully skilled non-supervisory level of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager for high-level and complex projects, and/or as a working high-level technical specialist in a particular aspect of planning; prepares and administers work programs involving regional or local plans, land use regulations, or planning programs.

Positions in this classification exercise considerable independent judgement to manage day-to-day activities.

ESSENTIAL JOB FUNCTIONS

- Provides immediate supervision and training for assigned staff and interns.
- Serves as a working project manager for complex and sensitive projects and programs.
- Develops, coordinates, and implements work programs for projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts complex studies related to land use, transportation, community and economic development, or environment and/or oversees, establishes methodologies and conducts data collection, analysis, and complex studies related to land use, transportation, economic and/or community development, or environmental impacts.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Monitors emerging State and Federal legislation as it relates to specific projects or programs.
- Communicates and interacts with policy makers, executives and administrators of other organizations at the request of Division Director or the Executive Director.
- Participates in intergovernmental committees to analyze, evaluate, and resolve public policy issues.

- Advises appointed and elected officials on public policy issues, planning procedures, comprehensive and special plans, as well as regulatory ordinances.
- Provides technical and administrative staff support for appointed committees, workgroups, and stakeholder groups on planning issues or special studies.
- Identifies, develops, and conducts public involvement and education processes.
- Responds to public inquiries with data and information on planning processes and public policy.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Identifies technology and information services needs of a project or program.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Senior Planner classification are distinguished from those of Associate and Assistant Planners by the greater degree of responsibility for technical, administrative, and public policy elements of the work program and/or the comprehensive expertise and achievement in a functional area of planning required. Senior Planners are given broad latitude to use independent judgment in developing recommendations and making decisions in their program area and dealing with the public and appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of experience that provides the applicant with comprehensive knowledge of planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Two years of project management and experience with budget responsibilities, must be included in the five years of experience.

EDUCATION – MINIMUM:
Bachelor's degree in urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:
Master's degree in planning or related field.

OR SUBSTITUTING
Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to more than one functional area, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- More than one specialized area of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Lead and motivate others.
- Manage complex projects.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews. Manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relations with agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

May be required to work evenings and weekends.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.