



May 20, 2022

**THURSTON REGIONAL PLANNING COUNCIL  
JOB ANNOUNCEMENT**

**TRANSPORTATION MANAGER**

Thurston Regional Planning Council (TRPC) is seeking a Transportation Manager with strong leadership and analytical skills who is familiar with Metropolitan Planning Organizations. This is an opportunity to work with a variety of local, regional, state, and federal partners in a positive, well-supported environment.

For more information visit [www.trpc.org](http://www.trpc.org) or phone (360) 956-7575. This position will remain open until filled. Applicants are encouraged to submit their application by June 27, 2022.

TRPC supports transportation demand management (TDM) measures such as telework, compressed work weeks, and flexible schedules. A successful candidate can expect to work in the office and at other locations when needed.

**COVID:** TRPC follows local, state, and federal guidelines on COVID, which may include, but are not limited to required vaccinations, masking, distancing, and working remotely.

**ABOUT TRPC**

TRPC is a Regional Transportation Planning Organization (RTPO), council of governments, and Metropolitan Planning Organization (MPO) governed by a 23-member intergovernmental board. TRPC may be designated as a Transportation Management Area (TMA) during 2022. The agency is non-regulatory with a mission to *“provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents.”*

We are located in Olympia, Washington, approximately 60 miles south of Seattle and 120 miles north of Portland, Oregon. Residents of the region enjoy a high quality of life and reasonable cost of living amid beautiful natural surroundings. With a current county-wide population of around 297,800, we are one of the fastest growing regions in Washington, making our area an exciting place for regional planning.

**THE POSITION**

The Transportation Manager will serve as the lead staff in charge of the agency’s responsibilities relating to a Metropolitan Planning Organization and Regional Transportation Planning Organization. In addition, the Transportation Manager may work as a project manager for high-level and complex projects. The Transportation Manager has no employee supervisory responsibilities.

A successful candidate could expect to:

- Lead development of the Unified Planning Work Program (UPWP).
- Oversee completion of transportation work products, such as the Regional Transportation Plan.
- Monitor funding allocations and budgets and take on fiscal responsibility for managed projects, including managing obligation requirements and timelines.
- Serve as lead staff to the Transportation Policy Board.
- Maintain compliance with applicable rules and regulations.
- Work with multiple partners and stakeholders, including working directly with boards or councils.

- Serve as the agency's Title VI Officer.
- Serve on the agency's management team.

### **IDEAL CANDIDATE**

The ideal candidate will have:

- Demonstrated program/project management experience.
- Familiarity with Metropolitan Planning Organizations and Regional Transportation Planning Organizations and regional, state, and federal regulatory framework.
- Understanding of the connections between transportation, land use, the environment and equity.
- Commitment to incorporating equity, diversity, and inclusion into their work.
- Experience working with state and federal transportation regulators.
- Strong analytical skills.
- The ability to work independently and as a member of multi-disciplinary teams.
- Experience in public engagement.
- Strong communication and collaboration skills.
- The ability to be flexible and adaptable to change.
- A strong desire to serve the public interest.
- A Master's degree.

### **EDUCATION and EXPERIENCE**

Minimum:

- Bachelor's degree in urban or regional planning or related field such as geography, transportation, economics, political science, or environmental studies.
- Five years of experience demonstrating comprehensive knowledge of planning principles, practices, and techniques.
- Three years of experience in project and budget management, as they relate to transportation.

Preferred:

- Master's degree in planning or related field.

OR

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

### **COMPENSATION**

TRPC provides generous annual leave and employer-paid medical and dental coverage for its employees. The agency is a member of the Washington State Public Employees Retirement System. Hiring range for the position is \$7,008.56 – \$8,752.73 per month depending on qualifications. For candidates who meet longevity criteria, the top range is \$9,425.73.

### **TO APPLY**

Find full application information and materials on the agency's website at [www.trpc.org](http://www.trpc.org), or phone Thurston Regional Planning Council at (360) 956-7575. Email application materials to [HR@trpc.org](mailto:HR@trpc.org), or mail to 2411 Chandler Court SW, Olympia, WA 98502. Thurston Regional Planning Council is an Equal Opportunity Employer and encourages diversity throughout the organization. All potential employees will be recruited without regard to sex/gender, race, national origin, religion, marital status, military or veteran status, age, national origin, pregnancy, sexual orientation, gender identity, disability, genetic information or any other basis prohibited by law.

If special accommodations to apply for this position are needed, please telephone and ask for our ADA Coordinator. For TDD users, please use the State's toll-free relay service by calling (800) 833-6388 and ask the operator to dial (360) 956-7575.

To be considered, applicants must submit all the following:

1. Letter of interest that addresses how your education, experience, knowledge, and abilities make you an ideal candidate for the position.
2. Resume.
3. Completed TRPC application.

During the recruitment process, applicants may make inquiries by e-mail to [HR@trpc.org](mailto:HR@trpc.org). The most qualified applicants will be invited to take part in an interview process.

Reference and criminal background checks are part of TRPC's recruitment process, subject to state law.