

September 14, 2021

**THURSTON REGIONAL PLANNING COUNCIL
JOB ANNOUNCEMENT****ASSISTANT OR ASSOCIATE PLANNER**

Thurston Regional Planning Council (TRPC) is seeking an associate planner with an interest in transportation, land use, environmental, or hazards/disaster planning to join our well-regarded team. This is an opportunity to work on a variety of local and regional planning projects in a positive, well-supported environment. TRPC supports telework and remote access for the public; a successful candidate can expect to work in the Olympia office post COVID as needed to support agency and project work. For more information visit www.trpc.org or phone (360) 956-7575. This position will remain open until filled. Applicants are encouraged to submit their application by October 29th, 2021.

COVID: TRPC will follow 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 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 295,300, we are one of the fastest growing regions in Washington, making our area an exciting place for regional planning.

TRPC is a Regional Transportation Planning Organization, council of governments, and Metropolitan Planning Organization governed by a 23-member intergovernmental board. The agency is non-regulatory with a mission to *“provide visionary leadership on regional plans, policies, and issues.”*

IDEAL CANDIDATE

The ideal candidate will have:

- Experience in transportation, land use, environmental, and/or hazards/disaster planning.
- Experience in public engagement working with multiple partners and diverse stakeholders.
- Experience in addressing equity in planning.
- Ability to conduct research to support plans.
- Strong communication and collaboration skills.
- Strong skills in Microsoft word and excel.
- Comfort with ambiguity and the flexibility to adapt to change.
- A strong desire to serve the public interest.
- A genuine interest and curiosity for regional planning.

Additionally, for the Associate Planner Level, the ideal candidate will have:

- Demonstrated project management experience.
- Experience working directly with boards or councils.
- Master’s degree in planning or related field for the Associate Planner level.

EDUCATION and EXPERIENCE

For the position of Associate Planner, the candidate will have, at a minimum:

- Three years of experience in planning and conducting analyses to support a plan or planning process.
- One year of project management.
- A bachelor's degree in planning or a related field.

For the position of Assistant Planner, the candidate will have, at a minimum:

- One year of experience in planning and conducting analyses to support a plan or planning process.
- A bachelor's degree in planning or a related field.

Or

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

THE POSITION

TRPC currently has a staff of 21, with six planning staff, as well as administrative, outreach, GIS and transportation modeling specialists. The successful candidate will work within our team structure to manage and support a variety of projects, mainly related to transportation planning. Examples include:

- Corridor or sub-area studies.
- Hazard mitigation plans.
- Multimodal (bike, pedestrian, rail, transit) plans.
- Human Services Transportation plans

A successful candidate could expect to:

- Work under minimal supervision.
- Serve as a working project manager and/or working technical specialist. Candidates hired at the assistant planner level would support projects or manage non-complex projects.
- Work within a team environment.
- Juggle multiple tasks and competing deadlines.
- Communicate and interact with staff at public, private, and non-profit organizations and the public.

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. TRPC supports commute trip reduction measures such as telework, compressed work weeks, and flexible schedules.

Hiring range for the Associate Planner position is \$5,669– \$6,257 per month depending on qualifications.

Hiring range for the Assistant Planner position is \$5,010 - \$5,531 per month depending on qualifications.

TO APPLY

Find full application information and materials on the agency's website at www.trpc.org, or phone Thurston Regional Planning Council at (360) 956-7575. Email application materials to HR@trpc.org. Thurston Regional Planning Council is an Equal Opportunity Employer and encourages diversity throughout the organization. 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. 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.