



## San Juan County Invites Applications for: **Transportation Planner**

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<b>Department:</b>	Public Works
<b>Type:</b>	Regular, with benefits, full-time (40 hours/week), FLSA Exempt
<b>Starting Salary:</b>	Range P, Step 1 = \$4,802.55 per month
<b>Salary Range:</b>	Range P = \$4,802.55 - \$6,076.07 per month
<b>Bargaining Unit:</b>	Unrepresented
<b>Opening Date:</b>	Monday, May 19, 2008
<b>Closing Date:</b>	<b>Open Until Filled.</b>

**Submit Completed Applications to:** Human Resources, County Administration  
350 Court Street, #5 (*mailing address*)  
55 Second Street, Room 206 (*office location*)  
Friday Harbor, WA 98250  
FAX: (360) 370-5085

**For information and application materials, contact:**  
[www.sanjuanco.com](http://www.sanjuanco.com) or (360) 370-7402

**EMPLOYMENT APPLICATION:** An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

**BENEFITS:** The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County's holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Employees may participate in a deferred compensation program and a Flex 125 Plan (tax-free reimbursement accounts for health and dependent care expenses) via payroll deduction.

San Juan County is an Equal Opportunity Employer.

**Please let us know if you need any accommodation to participate in the application process.**

**BASIC FUNCTION:** Under the direction of the County Engineer, perform a variety of planning work related to local and regional transportation issues and projects; serve as the liaison between the Public Works Department and outside agencies. Carries out public policy within professional standards. Ensures compliance with all regulatory requirements of the transportation program including state and federal reporting requirements. Prepares and maintains reports and statistics. Develops and manages contracts, agreements, long and short range plans, and safety and operations procedures.

**MINIMUM QUALIFICATIONS:** Bachelor degree in Planning, Engineering, or related field; three years of responsible professional urban or transportation planning experience; professional experience working with transportation regulations and policies; experience in the collection and analysis of traffic and accident data and operation of transportation facilities; a valid Washington Drivers license with good driving record; or any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the essential functions of the job.

**PRINCIPAL DUTIES -**

1. Collects, develops, analyzes and records information, data, and statistics related to motorized and non-motorized transportation.
2. Plans and organizes resources to carry out the Department's mission. Forecasts resources and demand for services. Sets standards, measures results and recommends corrective action when standards are not met. Directs and carries out operational and financial analyses of programs and system alternatives.
3. Write and prepare issue papers, reports, memos and other written materials related to planning local and regional transportation projects.
4. Schedule and attend meetings with transportation systems personnel, planning personnel and other departments and agencies as appropriate.
5. Represent the County at meetings of various transportation related agencies and committees; gather information, coordinate activities and provide input regarding the County's transportation needs and projects within the framework of the Growth Management Act and Local policies and codes. Serves as primary liaison to the Ferry Advisory Committee, Regional and Local Transportation Planning Organizations, County Road Administration Board, Washington Department of Transportation, and other agencies as required.
6. Assist in developing and revising the transportation element of the Comprehensive Plan and the San Juan County Code including transportation concurrency requirements.
7. Work with consultants on various transportation projects; perform lead duties and serve as project manager.
8. Prepare travel demand forecasts using a computer modeling system; may assist in evaluating traffic impact analyses prepared for development projects; may assist in preparing annual, six-year and twenty year road construction plans.
9. May operate a computer and peripheral equipment; may utilize specialized modeling software to develop transportation and land use plans for the County.
10. Directs and is accountable for preparation of annual CRAB reports, state and federal DOT reports, statistical profiles, and other documents as directed by the County Road Engineer.
11. Plans, administers, and coordinates activities associated with long range planning and program development and management for County roads, rights-of-way, paths, docks, and marine ramps, as directed.
12. Develops, coordinates and maintains county road log, GIS maps, and transportation databases as directed.
13. Assists Engineering Division with other projects and program tasks as assigned.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles and practices of urban planning, multi-modal transportation planning, and growth management.
- Principles and practices of surveying methods and geographic information systems.
- Methods and techniques of effective technical report preparation and presentation.
- Research methods and sources of information related to urban growth, transportation and land use planning.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office methods, practices, procedures and equipment including a computer.

**Ability to:**

- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Analyze and develop policies related to land use, transportation, and growth management.
- Interpret and ensure compliance with Federal, State and local rules, laws and regulations.
- Prepare and analyze technical and administrative reports, statements and correspondence.

- Operate and use modern office equipment including a personal computer and appropriate computer programs.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL AND MENTAL REQUIREMENTS:** Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to do mathematical calculation for modeling and analysis.

EQUIPMENT REQUIREMENTS: Equipment/Tool	No. of Hours	Frequency of use		
		Daily	Weekly	Monthly
Computer	2	x		
Telephone	2	x		
Vehicle	1	x		
Maps, aerial photos, measuring tools	1		x	
Camera, video camera	1			x
Copy machine	less than .5	x		
Fax	less than .5	x		

**WORKING CONDITIONS:** Sixty-percent normal office environment and forty-percent field activities. Some travel both in-county and outside county required. May include travel in small aircraft or small boats.