



## Whatcom Council of Governments

### Planner 1

The Whatcom Council of Governments (WCOG) is accepting applications for a Planner 1.

- Opening announced on December 19, 2023, and will remain open until filled. Formal review of the applications will begin on January 16, 2024. Status updated at [WCOG.org](http://WCOG.org).
- Full time. 40 hours per week.
- FLSA Status: non-exempt.
- Salary range is \$ 54,517 - \$79,346 annually, depending on experience.
- Location of work is WCOG's office in Bellingham, Washington with flexibility for hybrid remote work (within Whatcom County or Skagit County, Washington).

### Introduction

Located in Bellingham, Washington (Whatcom County), WCOG is a federally designated metropolitan planning organization (MPO) and Washington State designated regional transportation planning organization (RTPO). The planning activities performed by WCOG staff are long-range and regional and involve close collaboration with city, county, and tribal governments; regional transit; state and federal transportation agencies; and the public. WCOG's primary focus on the regional transportation system covers all types of travel and goods movement, system safety, and operations (i.e., transportation demand management). WCOG's work on transportation planning intersects with social equity, land-use planning, climate action, public health, economic development, and more. Find out more at [wcog.org](http://wcog.org).

### Example Duties

Planner 1 work will support ongoing transportation planning and programing activities by:

- Researching information and data
- Supporting collaborative work with member governments, partner agencies, and the public
  - Contact development and communications
  - Meeting organization and support (presentations, note taking, etc.)
- Preparing quantitative and qualitative information (e.g. spreadsheet analysis, written summaries and reports, transportation system performance monitoring)

- Researching regulations and funding opportunities, and writing applications for grant funding
- Preparing visualizations (informational graphics, data dashboards, etc.)
- Learning and using software to support WCOG's travel demand model and geographic information systems (GIS) products
- Facilitating public engagement efforts (outreach, facilitated involvement, documentation of feedback, and reporting)
- Organizing project files and records
- Working with staff from member governments and partner agencies

## Qualifications

Ideal candidates:

- Are passionate about public service and planning
- Bring creativity and problem-solving skills to a collegial and professional work environment
- Have strong writing and verbal communication skills
- Understand and are able to apply math to analyzing and summarizing data (e.g., statistical analysis, survey methods, Census and other demographics, benefit-cost analysis, time series analysis, etc.)
- Have at least intermediate competency with word processing, spreadsheet, and database software
- Have at least some experience with GIS and a strong interest in advancing their GIS skills
- Are able to take on other related duties as assigned

## Education and Experience

Ways in which qualified candidates will have acquired the needed skills and knowledge include:

- Completion of a bachelor's degree in planning, public administration, or related field
- Completion of a bachelor's degree in an unrelated field *and* two years of experience working in urban/regional planning and/or public administration

## How to Apply

Email a cover letter and a resume (PDF preferred) to [wcog@wcog.org](mailto:wcog@wcog.org). An application will be required if chosen for an interview.

## Additional information

WCOG is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, gender identity, sexual orientation, national origin, disability, veteran or protected veteran status, genetic information, or any other legally protected characteristic. We also consider qualified

applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodation due to a disability during the application or the recruiting process, please contact WCOG at (360) 676-6974 or by email at [wcog@wcog.org](mailto:wcog@wcog.org).

WCOG office hours are Monday – Friday from 9:00 AM to 5:00 PM with work hours to be determined upon hiring.

## Benefits

WCOG offers a competitive benefits package.

### Health

- Medical
- Dental
- Vision

### Income Protection

- Life Insurance
- Accidental Death & Dismemberment (AD&D)
- Long-Term Disability (LTD)

### Retirement

- Washington State Public Employees Retirement Systems (PERS)
- Employer-match 457 Deferred Compensation Plan

### Paid Time Off and Leave

- Accrued Vacation and Sick Leave
- Holiday Pay - 11 paid holidays per year plus 2 floating holidays
- Family Medical Leave
- Bereavement Leave
- Jury Duty Leave
- Military Leave

### Quality of Life and Career

- Hybrid/Remote Work Available (within Whatcom or Skagit County)
- Flexible Work Schedules
- Employee Assistance Program (EAP)
- Training & Professional Certification support