



**BENTON-FRANKLIN COUNCIL OF GOVERNMENTS,
located in Richland, Washington,
INVITES APPLICANTS FOR THE POSITION OF
TRANSPORTATION PROGRAMS MANAGER
(Screening/Review date: October 17, 2018)**

About Benton-Franklin Council of Governments

The Benton-Franklin COG (BFCG), established in 1966, is a regional planning agency located within Benton and Franklin Counties, in Washington State. BFCG is a council comprised of cities, counties, ports, special districts, and state agencies serving as a forum for policy development and decision making about regional growth, economic development, and transportation issues in the two-county* region. It is designated federally as the Metropolitan Planning Organization for the “Tri-City” urbanized area, as the Benton-Franklin Economic Development District (BFEDD) for the two-county region, in addition to being designated as the Regional Transportation Planning Organization (RTPO) under Washington State law.

The BFCG Board of Directors consists of seventeen (17) elected officials representing our member jurisdictions. The BFEDD Board is comprised of the Regular BFCG Board, and nine (9) additional Board members representing regional entities and private sector interests within the area. Both Boards, in addition to staff, are guided by advisory committees, whose members include representatives of our local governments, businesses, professionals and the public.

BFCG currently provides services in three primary areas: Transportation Planning, Community and Economic Development, and Local/Contracted Services. The agency’s budget for 2018 fiscal year totals approximately \$1.2 million. The largest share of revenue (51%) is from state funds, which includes pass through of federal funds. Direct federal revenues constitute approximately 24% of the current budget, with the remaining 25% coming from local sources.

As is the case elsewhere across the country, the problems facing this region’s local communities cannot be effectively solved within a single city or county. Such problems require cooperative action by all local governments within a region. The function of the BFCG is to facilitate a cooperative approach to regional problem solving.

BFCG’s on-going mission is:

- Expanding interaction and improving dialogue among local units of government
- Enhancing collective awareness of major regional issues
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to individual needs of member governments

Currently, the BFCG has a staff of nine (9) employees at our office in Richland

**Urbanized portion of Walla Walla County, Burbank, is within Kennewick-Pasco Metropolitan Area (approximate population of 3,000)*

The Region

The region is known for its' abundance of agriculture lands stretching across southeastern Washington from the Lower Yakima River basin to the foothills of the Blue Mountain Range. Commodities originating in, or passing through, the area are of great importance to the economic vitality of the region. The Tri-City Metropolitan area is located centrally within the region, at the confluence of the Yakima, Snake, and Columbia River systems. Major employers include contractors associated with the Hanford Nuclear Reservation, Pacific Northwest National Laboratory, a burgeoning medical service community, growing higher-education facilities, assorted food production facilities, and numerous public sector agencies. Ben Franklin Transit serves the Public Transportation Benefit Area with an active vanpool program and expanding fixed route system.

Opportunities in the region are plentiful for outdoor enthusiasts – with weather that regularly cooperates. Centrally located within Washington's "Wine Country" and at the doorstep of the Manhattan Project National Historic Park -



tourism has become a major influence within the area. The Kennewick-Pasco-Richland area ranks as the fourth largest metropolitan area within Washington State, joined by a variety of small to medium-sized communities, bringing the total regional population to 290,000. The area serves as an integral hub for commerce throughout the Pacific Northwest, with an assortment of highways, railroads, and the Columbia-Snake river systems all key to the regional movement of goods.

Above: Ed Hendler Bridge (known as "The Cable Bridge"). One of three metropolitan area highway crossings of the Columbia River

Current BFCG Programs

• Transportation Planning

○ Tri-City Metropolitan Area Transportation Study (Tri-MATS)

BFCG is the designated Metropolitan Planning Organization (MPO) for transportation planning in the Kennewick-Pasco urbanized area. Technical and Policy Advisory Committees provide direction for the MPO.

○ Benton-Franklin Regional Transportation Planning Organization

BFCG is designated as an RTPO, providing transportation planning to the small cities and rural portions of Benton and Franklin counties.

○ Travel Demand Model and Congestion Management Process (CMP)

BFCG develops a Metropolitan Planning Area travel demand model, assisting local agencies in determining future needs by providing forecasts based on future employment, future development, and planned capacity improvements. Designated as a Transportation Management Area (TMA) in 2012, data collection and development of a Congestion Management Process has begun and is an active effort.

○ Geographic Information Systems (GIS), and Census Services

BFCG maintains an assorted of select GIS layers and information of value to members, to assist regional agencies with the analysis of population estimates, population projections, and other related demographic data. The agency serves as a Census affiliate, assisting with decennial Census preparation and Census Bureau communications regionally.



**SIDEWALK
INVENTORY PILOT**
for the
Tri-Cities Metropolitan Area
2017-2018



Transition2040
Adopted: May 2014 / Amended: January 2017

**Metropolitan
Regional
Transportation Plan**



FOR THE METROPOLITAN AREA
OF THE TRI-CITIES REGION
TRANSPORTATION
DEPARTMENT

• Member Services

○ Regional meetings and forums

BFCG provides staff support and assistance to a variety of regional meetings, assisting local units of government upon planning and development topics. BFCG schedule and coordinates workshops on topics of regional significance at the request of participating members.

○ Administrative Services

BFCG provides Administrative services to member agencies, upon request. Examples include Benton County Public Facilities District, Tri-City Regional Public Facilities District, and Mid-Columbia Building Appeals Commission.

○ Facilitation Services – BFCG distributes information regionally, on the behalf regional partners, state and federal legislative bodies, or agencies at the state and federal levels.

Community and Economic Development

○ **Comprehensive Economic Development Strategy (CEDS)**

As part of the Benton-Franklin Economic Development District's (EDD)'s charge under the Economic Development Administration's program, an annual update of the CEDS occurs with the participation and guidance of the community and our EDD Board Members. The CEDS is written to provide the region an overview of the growth that has occurred and strategies on future economic development opportunities.

○ **Community Investment Projects**

BFCG assists member communities with planning and seeking financing for public infrastructure and community facilities projects, along with technical assistance and visioning efforts.

○ **Small Cities Group Coordination**

There are six small cities that the BFCG works to provide support to: Benton City, Connell, Kahlotus, Mesa, Prosser, and West Richland. BFCG coordinates a working group of these cities to learn from each other's projects and activities, and to move collaboratively on topics when logical.

○ **Loan Program Promotion and Management**

BFCG provides assistance to businesses with two main small business loan programs. These loan programs are designed to help companies expand or start new ventures by financing a wide variety of business needs including the purchase of land, building, equipment, working capital, research and development, renovations, and development costs. Many times we are a gap lender, which means we may participate with a bank, or are even able to loan, when a bank may not be able to.



The Ideal Candidate

The BFCG Transportation Programs Manager leads a five person team within the agency. Successful candidates will have a managerial background in Transportation Planning, with a solid understanding of planning requirements. Outstanding interpersonal and work management skills are essential, as is the ability to coordinate with member jurisdiction staff and elected officials.

This position works independently and reports directly to the Executive Director. Position requires significant interaction with local elected, state, and federal officials on a range of regional transportation-related efforts. Provides direct day-to-day oversight and supervision of professional transportation staff. Working Conditions are primarily an office environment, with occasional local and statewide travel.

The ideal candidate will:

- Manage all aspects of federal and state transportation planning programs within the MPO and RTPO.
- Exhibit strong collaborative leadership.
- Be approachable and supportive, while being able to delegate effectively by providing clear direction and establishing high standards of accountability.
- Have capacity to plan and participate in major transportation and related planning studies.
- Present information in public forums, to community organizations, interested public groups, and the news media.
- Provides assistance to local agencies in the development of grant proposals, responding to detailed request for information from local agencies, consultants, and other groups or individuals.

Candidates must possess:

A Bachelor's Degree from an accredited university with a degree in physical and/or regional planning, public administration, engineering, geography, or a closely related field; A minimum of five years of management level experience in a planning environment (A Master's degree in a directly related field of study may substitute for one year of experience); Employment experience with intergovernmental entities is highly desirable, as are success in supporting Boards of Directors and engaging diverse stakeholders to address regional issues; A detailed working knowledge of the principles, practices, and legal requirements of transportation planning; current trends in federal, state, and local planning are essential to this position; Familiarity and competence with Microsoft Office Suite and solid computer literacy; Valid driver's license and good driving record.

Compensation and Benefits

Salary for the Transportation Program Manager position will be commensurate with fitness toward the qualifications listed, and negotiated with those extended an offer. The anticipated hiring range for this position is \$76k to \$90k.

BFCG offers an attractive benefits package, representing approximately 27% of an employee's total compensation. Benefits include:

- **Insurance** – BFCG currently provides two policy options, through Association of Washington Cities. BFCG pays 95% of insurance premiums for Kaiser Permanente 250 plan or 80% toward Asuris 250 plan. Dental and Vision coverage are paid 100% by BFCG. Insurance coverage available to dependents, who are not covered through their respective employment.
- **Health Reimbursement Account** – BFCG provides a Health Reimbursement Account (HRA) for employees, with agency contributions of \$145/month for individuals, or \$225/month for employees covering dependents.
- **Life Insurance** - \$50k Basic Life coverage paid by agency, with spousal coverage available at employee expense.
- **Holidays** – BFCG provides nine (9) paid holidays each year, plus two (2) additional floating holidays
- **Sick Leave** – Full time employees accrue six and one-half (6.5) days of sick leave each year.
- **Vacation** – Vacation accrual begins at eighteen (18) days per year, and increases to twenty-four (24) days per year after five years of service (accrual on per pay-period basis, 26 pay-periods/year).
- **Retirement** – BFCG utilizes a multi-tiered savings vehicle for all permanent employees. Plans are administered by the International City/County Management Association (ICMA), with investment options determined by each employee.
 - *ICMA-RC 401(a) Defined Contribution Plan* – BFCG contributes 9.9% of base salary, while employee is required to contribute 3.9%.
 - *Deferred Compensation/457* – Employee may contribute pre-tax dollars, up to federal limitations. A 457-ROTH Provision is available to employees who desire to contribute after-tax dollars.
 - *Retirement Health Savings (RHS)* – BFCG contributes 1% of base salary to employee RHS plan. RHS plan contributions, and any proceeds, are available upon retirement or separation from agency. Excess year-end annual leave (given A/L requirements are met), is “bought out” with contribution to RHS plan.

Additional Information and How to Apply

Individuals interested in applying should submit a cover letter indicating their specific interest in this position; a resume detailing relevant qualifications and experiences outlined in this position profile; a list of five professional references, and a completed BFCG application.

Application and additional information can be found upon the agency website: <http://bfcog.us/employment>

Application materials are requested by October 15th. Position will remain open, until filled. Screening and Interviews are anticipated to be scheduled beginning October 17th.

Send completed application materials to:

BFCG Recruitment

Benton-Franklin Council of Governments

P.O Box 217, Richland, WA 99352

or e-mail to: bmalley@bfcog.us

Following the closing date, applicants will be screened per the qualifications outlined above. The most qualified candidates will be provided to the Executive Committee/Recruitment Committee for review and selection of finalists. Reference check will be conducted after receiving candidates' permission.

Physical Address:

1622 Terminal Drive
Richland, WA 99354



509-943-9185

<http://bfcog.us>

Mailing Address:

P.O Box 217
Richland, WA 99352