



**RFP 24-011 – TEMPORARY STAFFING SERVICES
ADDENDUM 3A – JOB DESCRIPTIONS AND REVISED PROPOSAL FORM**

1. This document provides job descriptions for the positions for which pricing should be submitted.
2. This Addendum replaces Section VIII with the following list of positions, for which job descriptions are attached.

VIII. JOB CATEGORIES

- A. GROUP A – General Administrative
 1. Receptionist
 2. Administrative Assistant
 3. HR Assistant
 4. Accounting Assistant
 5. Administrative Coordinator
- B. GROUP B – Offices of Finance and Accounting, Human Resources Management, and Communications
 1. Accountant
 2. Financial/Grants Analyst
 3. HR Analyst
 4. Public Affairs Professional
 5. Communications Specialist - Writer/Media
- C. GROUP C – Department of Information Technology
 1. Help Desk Technician
 2. Network Systems Administrator
- D. GROUP D – Specialist Planners, Other Departments
 1. Homeland Security Planner
 2. Community Development Planner
 3. Transportation Planner I
 4. Transportation Planner II
 5. Transportation Planner III
 6. Transportation Planner IV
 7. GIS Analyst

3. This Addendum replaces Section XXI with the replacement proposal form on the next page.

XXI. PROPOSAL FORM

TO: Metropolitan Washington Council of Governments

Pricing Matrix

Provide pricing as an all-inclusive hourly rate.

Position	Min	Max
GROUP A – General Administrative		
Receptionist		
Administrative Assistant		
HR Assistant		
Accounting Assistant		
Administrative Coordinator		
GROUP B - Finance and Accounting, Human Resources Management, and Communications		
Accountant		
Financial/Grants Analyst		
HR Analyst		
Public Affairs Professional		
Communications Specialist - Writer/Media		
GROUP C – Information Technology		
Help Desk Technician		
Network Systems Administrator		

GROUP D – Specialist Planners		
Homeland Security Planner		
Community Development Planner		
Transportation Planner I		
Transportation Planner II		
Transportation Planner III		
Transportation Planner IV		
GIS Analyst		

Required Document Checklist

Items	Acknowledgment/Attached	
Attachment A: Terms and Conditions (acknowledgement)	YES _____	NO _____
Attachment B: Proposer’s References (completed form)	YES _____	NO _____
Attachment C: Non-Collusion/Debarment Affidavit (completed form)	YES _____	NO _____
Attachment D: DBE Plan Goals Submission (completed form)	YES _____	NO _____
Attachment E: COG Cooperative Rider Clause (acknowledgement)	YES _____	NO _____
*Exceptions Taken (Attached to File 1)	YES _____	NO _____
Proof of Insurance - ACORD Form 25 (Attached to File 2)	YES _____	NO _____

If any exceptions are taken, including the Terms and Conditions, please attach them on separate sheet(s) at the end of the proposal submission. **It is imperative that exceptions be indicated with the submission in order to evaluate the responsiveness of the proposal. Exceptions to Terms of the RFP will not be accepted after award. COG is not required to accept the exceptions taken.*

Addendums (if applicable)	Acknowledgement	
Addendum #1	YES _____	NO _____
Addendum #2	YES _____	NO _____
Addendum #3	YES _____	NO _____

Signature Section

I have read, understood, and agreed to the terms and conditions of all contents of this RFP. The undersigned agrees to furnish the commodity or service stipulated in this RFP as stated above.

SIGNATURE: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Metropolitan Washington Council of Governments Receptionist

SUMMARY

Operates telephone switchboard; acts as receptionist. Performs clerical functions which require familiarity with accepted office practices and procedures. The employee in this class is responsible for clerical work involving the operation of a telephone switchboard and receiving official visitors between the hours of 8:30 a.m. and 5:15 p.m. The work is performed in accordance with prescribed procedures and is performed under the direct supervision of the Manager of Contracts and Purchasing.

EXAMPLES OF WORK

Answers telephone calls, makes necessary connections, and routes calls or relays messages; refers calls to the appropriate officials; operates fax machine and distributes faxes to appropriate department and personnel;

Maintains a listing of employees and their extensions in order to properly route incoming calls; updates listing as necessary;

Greets the public, answers general inquires, refers them to appropriate officials, announces their arrival;

Maintains conference room schedules and posts daily meetings; performs other clerical duties as required;

Trains relief staff on switchboard operations;

Receives deliveries, notifying appropriate department of arrival, maintaining arrival log of items;

Types forms, letters, memoranda, agenda and labels;

Proofreads own typewritten materials;

Receives and logs in all bids and proposals;

Reads and routes incoming mail for designated departments;

Prepares and types requisitions for the purchase of supplies and equipment;

Acts as liaison with Building Management handling special maintenance requests;

Acts as central pick up point for deliveries to go outside of COG;

Maintains up-to-date mailing lists;

Provides clerical assistance for mailouts, Information Center, etc. as requested;

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Good knowledge of and skill in the operation of a

telephone switchboard; some knowledge of office terminology, procedures and equipment and of business arithmetic and English; accurate typing of 50 wpm; ability to organize work; willingness and ability to learn new office equipment including word processing systems. A clear, pleasant voice and manner of speaking; ability to understand and follow oral and written directions; ability to meet and maintain cordial relationships with the public and COG staff; excellent hearing; mental alertness; tact and courtesy are required.

Education and Experience

Completion of a standard high school course supplemented by courses in typing, business English and procedures highly desirable; some experience as a telephone switchboard operator/clerk-typist or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Computer Knowledge and Skills

Knowledge of word processing software desirable.

Communication Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

No requirements

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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Metropolitan Washington Council of Governments Administrative Assistant

SUMMARY

Performs receptionist, clerical and administrative/secretarial functions; does related work as required. This is responsible and varied administrative/secretarial work performed for an office or a department. Work performed requires basic knowledge and understanding of the department's programs and staff relationships.

EXAMPLES OF WORK

Provides clerical and administrative support functions.

Establishes clerical priorities within the department/office when requested;

Prepares general correspondence or other material for review by the supervisor;

Proofreads final typewritten material ensuring its before release;

Types letters, charts, tables, lists, minutes, agenda, reports and other materials;

Types complex statistical charts, tables and reports requiring a number of separate tabulations;

Types material of a confidential nature and assures its privileged communications;

Establishes and maintains files in connection with departmental projects or programs and overall COG activities as necessary for departmental use through a system in which material may be readily retrieved;

May research files and a variety of source material to serve as background for reports;

Screens visitors, telephone calls and incoming mail, personally answering those inquiring which in the employee's judgement do not require the supervisor's attention;

Maintains appropriate level of office supplies throughout the department and orders additional supplies as required;

Assist in arranging and maintaining COG committee meeting schedules establishing timely priorities for dissemination of committee information such as meeting notices, agendas, minutes and background material;

Attends meetings, as required, takes notes on proceedings; prepares summary minutes for supervisor's review;

SUPERVISORY RESPONSIBILITIES

No supervisory responsibility.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of office terminology, policies, procedures and equipment and of business arithmetic and English including grammar, spelling and punctuation; ability to exercise

discretion and judgement in the absence of specific instructions; ability to work independently; ability to get along well with others; ability to make decisions in accordance with established COG policies and procedures; excellent and accurate typing at the net rate of 40 or more words per minute; good judgement; tact and courtesy; initiative. An excellent telephone manner and demonstrated ability to deal effectively with COG staff, committees and elected officials.

Education and Experience

One to two years experience in a receptionist, clerical and secretarial/administrative capacity. Completion of a standard high school course, supplemented by two years of college work including business courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Communication Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licences, Registrations

No Requirements

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Computer Knowledge and Skills

Some knowledge of word processing and spreadsheet software.

**Metropolitan Washington Council of Governments
Human Resources Assistant**

SUMMARY

The Human Resources Assistant position performs work of difficult and responsible administrative Assistant roles for the Office of Human Resources Management.

This full time position is responsible for performing overall administrative/clerical work for the Office of Human Resources Management. This will also work closely with the HR Program Manager of Talent Acquisition and Staff Engagement in providing support on recruitment, staff engagement and social events for the entire COG.

Administrative functions include efficient processing of correspondence, communications, assisting with meeting arrangements, filing, bill payment and tracking, records management, coordinating staff engagement, social events and special projects, and other support functions as needed by the departments.

Position requires the ability to handle confidential and sensitive information. It requires customer service orientation, good judgment, ability to multi-task, and ability to work with minimal supervision. Must be able to carry work assignments to completion and have the ability to coordinate multiple work functions and projects as required. Must be able to work both in a team environment and independently and only receives assistance in the handling of unprecedented matters. Directions are normally general in nature and supervision is received through observation of completed work.

Position reports directly to the Director of the Office of Human Resources and the HR Program Manager for Talent Acquisition and Staff Engagement. It will also be expected to work closely with HR team, Finance/Payroll, Contracts and Purchasing staff as well as all COG staff, other departments, external vendors, visitors, and member jurisdictions.

EXAMPLES OF WORK

Responsible for vendor payment, tracking and Purchase Order Requisitions for OHRM.

Responsible for HR Personnel records. Process staff record changes and acts as the Assistant for Workforce Now data request. Establishes and maintains files in connection with departmental projects or programs and overall COG activities as necessary for departmental use through a system in which materials may be readily retrieved. Will perform filing, scanning, and other related tasks.

Prepares letters, minutes, agendas, reports, charts, tables, lists and other materials using COG software. Proofreads final material ensuring its accuracy before release;
Prepares on electronic spreadsheets complex statistical charts and tables for reports requiring a number of separate tabulations; Types materials of a confidential nature and assures its privileged communications;
Prepares replies to correspondence from brief notes or on own initiative;

Responsible for processing, maintaining and tracking requests for telework, professional reimbursements, tuition reimbursements

Perform other tasks such as ordering office supplies, distributing and posting the mail, and assisting with meeting room preparation on an as needed basis; and

Performs surveys for OHRM and POTC. Searches files and a variety of source material to serve as background for reports;

Screens visitors, telephone calls and incoming mail, personally answering those inquiries which in the employee's judgement do not require the supervisor's attention;

Maintains appropriate level of office supplies throughout the department and orders additional supplies as required;

Acts as liaison with corresponding Offices regarding procedures, personnel, equipment and administrative matters;

Acts as liaison within the department for disseminating information to staff on human resources policy and procedural changes and other pertinent information material;

Arranges and maintains COG committee meeting schedules by establishing timely priorities for disseminating committee information such as meeting notices, agendas, minutes and background material;

Attends meetings, as required; records proceedings for summary of minutes for supervisor's review;

May assign, supervise and coordinate the work of secretarial personnel, examining work performed for completeness, accuracy and adherence to procedural and requirements;

As member of the OHRM Team will assist on special COG-wide programs like IRE graduation, open enrollments, and performs backup and related duties as required;

SUPERVISORY RESPONSIBILITIES

None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of office terminology, procedures, and equipment; business arithmetic; and English including grammar, spelling and punctuation. Excellent and accurate typing at the net rate of 50-55 wpm. Experience in the use of Microsoft Word, Excel, PowerPoint, MS Publisher, and other software tools a plus. Proficiency in HRIS software preferred - Costpoint HRIS and ADP. Ability to exercise discretion and judgement, follow complex oral and written directions, work independently, and get along with others. Ability to make decisions in accordance with established COG policies and procedures. Ability to communicate effectively both orally and in writing.

Education and Experience

Three to five years of progressively responsible administrative experience in a professional business environment. Must have a minimum of two years Human Resources Assistant experience or comparable work experience in the Human Resources field. Experience with CostPoint and ADP highly preferred. Nonprofit/government experience preferred.

Completion of a standard high school course, supplemented by two years of college work including business courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Will consider a combination of education, training, and hands-on experience in the human resources field for in lieu of the five years' administrative work experience.

Communication Skills

Must have excellent written and oral communication skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have excellent interpersonal and customer-service skills.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

No Requirements

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Knowledge and Skills

Advanced knowledge of word processing, spreadsheet, presentation, CRM, and desktop publishing software.

Knowledge of all Microsoft Office software

Specifically Word, Excel, Power Point and Outlook

Knowledge of SharePoint and Open Text

Intranet

Experience with CostPoint and ADP

Adobe Electronic Signature

Metropolitan Washington Council of Governments Accounting Assistant

SUMMARY

The Accounting Assistant is a vital member of the accounting and billing team, assisting with billing, cash receipts posting, accounts payable, payroll, file maintenance, general office support, and a variety of reconciliation and analysis tasks. The position is responsible for efficiently producing accurate documents and reports using automated accounting software, reporting software, and Excel spreadsheets. The position also provides occasional administrative support to the CFO, Controller, Senior Project Accountant, and other team members. The Accounting Assistant must be detail-oriented, produce highly accurate work, meet deadlines, and have the flexibility and professional demeanor to work well in a fast-paced and diverse environment.

RESPONSIBILITIES AND ESSENTIAL DUTIES

- Prepare and send invoices and supporting documentation, pulling data and notes from various forms and reports for billing and payables area
- Record, reconcile and review cash receipts
- Enter accounts payable invoices and reconcile with purchase orders
- Distribute vendor and employee checks
- Assist with monthly, quarterly, and year-end accounts, credit cards, purchasing cards, and other reconciliations
- Generate and distribute financial and other reports with close direction
- Resolve discrepancies and issues through research and analysis
- Maintain, organize and archive electronic and hard-copy (onsite and storage) files, including scanning and indexing
- Assist with preparation and distribution of 1099's, W-2s and other annual reports
- Provide meeting support for the CFO, Controller, and Senior Project Accountant, including scheduling and document preparation
- Prepare correspondence and other documents for delivery
- Manage office supply inventory

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Education

- Associate degree in accounting, business or related field
 - Or, college-level coursework equivalent to an associate degree in accounting, business, or related field
 - Or, two years of experience in a position with job duties equivalent to those listed in the Responsibilities and Essential Duties
- Bachelor's degree in accounting or business is preferred.

Experience

- Experience processing billing or accounting transactions in an automated financial management system in a business, nonprofit or government environment.
- Experience with Deltek Costpoint is a preferred.
- Proficient in Microsoft Excel, Word, and Outlook.

REQUIRED SKILLS AND ABILITIES

- Excellent attention to detail and highly organized, with the ability to multi-task and manage time effectively.
- Good interpersonal skills and a professional work manner.
- Ability to work independently and as part of a team.
- Dependability, a strong work ethic, and a strong motivation to respond to requests quickly.
- Ability to master new accounting software applications.
- Self-starter, taking initiative to gather information and utilize available resources to complete tasks.
- Good analytical, research, and problem-solving skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMPREHENSIVE BACKGROUND INVESTIGATION

Because of the nature of this position, utmost integrity is required, as well as successful completion of a comprehensive reference and background investigation.

**Metropolitan Washington Council of Governments
Administrative Coordinator**

SUMMARY

This position serves as the administrative and technology procurement coordinator, and has primary responsibility for providing administrative support functions within the Office of Technology Programs and Services (OTPS). The position is also mainly responsible for maintaining the integrity of the IT Systems Lifecycle at COG, which involves: purchasing, provisioning service contracts, billing for and ensuring proper disposal of IT equipment for the entire organization, and assisting the Chief Technology Officer (CTO) in managing the direct budget. It will also be responsible for technology inventory for the entire organization.

The position reports directly to the CTO and may also perform administrative support functions in support of other units within OTPS.

SAMPLES OF WORK

Coordinates purchases of IT equipment. Maintains relationships with vendors of IT hardware and software. Continually monitors pricing changes to ensure COG is getting good deals. Makes sure that the systems lifecycle is being adhered to when purchases of IT systems are made. Ensures that retired systems are properly disposed of, whether donated to local charities, resold to employees or recycled.

Works with other COG departments to determine the need for new equipment.
Works with the COG Director of Purchasing and Facilities to maintain IT-related contracts.
Works with Network Operations to make sure COG keeps itself in compliance with software license agreements.

Develops and maintains databases for all technology procurement and inventory for the entire organization.

Performs administrative functions such as the following:

- Types letters, minutes, agendas, reports, charts, tables, lists and other materials using word processing software;
- Prepares on electronic spreadsheets budget and tables;
- Liaison and coordination functions with other departments or agencies;
- Prepares replies to correspondence from brief notes or on own initiative;
- Establishes and maintains files in connection with departmental projects or programs and overall OTPS activities;
- Screens visitors, telephone calls and incoming mail, personally answering those inquiries which in the employee's judgment do not require the supervisor's attention;
- Maintains appropriate level of office supplies throughout the department and orders additional supplies as required.

Performs other functions as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Requires basic math skills and the ability to assemble multiple pieces of information into a coherent whole. Understands what to look for in purchasing IT equipment, how to deal with vendors of IT services, how to read and understand a contract, how to keep a budget and where to look for information on pricing and specifications. High attention to detail and fluency in Microsoft Excel are required.

Education and Experience

Five or more years of progressively responsible experience in a professional administrative capacity with some experience in budgeting, purchasing, and service contracts. Experience specific to IT procurement is highly desirable. At least two years of college work including business courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. College Degree preferred. Extensive hands-on skills and experience in several business computer applications is required including word processing, spreadsheet, presentation and database management software. Experience working for a department serving multiple units or agency-wide functions is essential.

Communication Skills

Ability to speak and write clearly in the English language is essential. Ability to work closely with others in an office environment is essential. Ability to fill out forms, compose spreadsheets and document processes is required. Ability to read, analyze, and interpret general business and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

This employee must be able to compare multiple quotes from vendors and be able to discern the best deal. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, stand and reach with hands or arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Metropolitan Washington Council of Governments
Accountant**

SUMMARY

The Project Accountant manages the project accounting and billing processes to ensure efficient, timely, and compliant fiscal management and receipt of funds for a diverse set of projects with federal, state, general fund, and other sources of revenue, supervising a staff of two. The position reports to the chief financial officer, and works closely with the controller and program managers to ensure proper project set-up, billing, collection, and reporting, as well as compliance with terms and conditions of various awards and funding sources. The Senior Project Accountant is also responsible for analyzing and evaluating processes, making recommendations for improvements, and providing program staff with timely and useful reports and information.

The ideal candidate will have significant experience with complex project accounting and spreadsheet tasks, experience with Costpoint 7.0, team lead or supervisory experience, a demonstrated desire and ability to work collaboratively, a flexible and adaptive style, working knowledge of federal awards and requirements, creative problem-solving skills, and the ability to design and create user-friendly reports.

Examples of specific tasks include, but are not limited to, the following:

1. Set up, maintain, and bill projects using Deltek Costpoint 7.0. Work with project managers and accounting staff to design project setup configurations that meet billing, revenue recognition, and reporting requirements.
2. Prepare and submit standard and manual invoices, examine contract terms and conditions, and determine cost allowability and sufficiency of grant/contract balances.
3. Validate billing system invoice calculation and application of caps, fees, and indirect rates as needed.
4. Compile supporting schedules and submit invoices to funders for payment, including entering and reconciling data in various automated systems.
5. Prepare federal drawdowns, file quarterly federal financial reports, and maintain monthly cash drawdown schedules.
6. Prepare, enter, maintain and analyze project budgets, and initiate resolution of existing or potential budget issues.
7. Host and lead project setup kickoff meetings, and manage the process for reviewing and approving new awards. Serve as the liaison between program managers and support staff, including General Counsel, to review and revise terms and requirements.
8. Take the lead in regularly reviewing accounts receivable to determine billing status, pursue collection according to policies and procedures, and recommend adjustments as needed, with a goal of timely invoicing and collection.
9. Design, prepare and distribute reports to assist program managers and the accounting office in obtaining and analyzing information.
10. Ensure compliance with award terms, internal policies and procedures, and OMB cost principles under 2 CFR 200, as applicable to local governments, including application of the indirect cost rate and coordination of sub-recipient monitoring responsibilities.

11. Resolve complex invoicing issues that arise due to unique billing requirements, project adjustments, or system issues.
12. Design, develop, and maintain written procedures, and establish and document project set-up protocols.
13. Make recommendations to improve the efficiency, usefulness, and effectiveness of project accounting, billing and accounts receivable functions and internal controls, and assist in implementing new processes and procedures.
14. Ensure adequate cross-training and backup for critical and time-sensitive project accounting functions.
15. Perform other job-related duties as assigned.

Required Education and Work Experience

A Bachelor's Degree in a related field is required, along with eight years of related experience that includes:

- Responsibility for project setup and billing using Deltek Costpoint or similar comprehensive project accounting systems. Experience with Deltek Costpoint 7.0 is highly preferred.
- Close and regular collaboration with program managers and internal support staff
- Team lead or supervisory experience
- Application of OMB cost principles and administrative requirements (FAR, A-122, A-87, 2 CFR 200, or other)
- Use of Excel at an intermediate to advanced level

Required Skills and Abilities:

- Ability to listen, communicate, and relate to others on a professional level, and gain their confidence through knowledge, good judgment, and interpersonal skills
- Ability to read, understand, interpret and apply accounting standards, federal regulations, award agreements, contractual terms, policies, and procedures
- Critical thinking and creative problem-solving skills
- Flexibility to operate and interact effectively in a dynamic and diverse environment
- Ability to work independently and take initiative
- Strong time-management skills
- Proficiency in MS Office applications

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMPREHENSIVE BACKGROUND INVESTIGATION

Because of the nature of this position, utmost integrity is required, as well as successful completion of a comprehensive reference and background investigation.

Metropolitan Washington Council of Governments Grant Analyst

SUMMARY

Manager responsible for the daily supervision and management of the budget and grant compliance areas of the Accounting/Finance Department. Responsible for the development and execution of all budget and grant compliance policies and procedures and internal controls. Uses professional knowledge and judgment in developing budget, recording financial transaction, and ensuring overall grant compliance. The work is performed under the general supervision of The Chief Financial Officer and in accordance with the policies and procedures established by the Director.

EXAMPLES OF WORK

Responsible for preparation, oversight, and policies and procedures of the COG annual budget process from compilation to final approval and publishing;

Responsible for oversight, policies and procedures, and overall function of the Grant Compliance process;

- Billing Requirements
- Reporting Requirements
- Documentation Requirements
- Sub recipient/Contractor Monitoring

Responsible for performing analysis on projects and provide financial status to funding agencies and CFO

Assist CFO with analysis and solutions;

Financial Support to Department of Public Safety and Health and Department of Planning and Services

Keeping CFO informed of all material issues and proposing solution in the budget and grant compliance areas

Overall Budget and Grant system design and execution

Providing technical assistance and guidance to program departments relating to grant and budget areas

Review and approval of all material transactions

Modifying procedures and controls due to changes in requirements or environment of the budget and grant compliance areas

Interfacing with other departments to resolve:

- Budget and Grant compliance issues and problems
- Define Grant compliance and standards

Identifying operational or internal control issues and proposing and executing the process modifications

Ensuring all policies and procedures are documented, updated, and executed

Ensure budget project information is updated in the Costpoint Financial Management System

Knowledge of Budget compliance and Grant accounting, costs and compliance

Assists Accounting Manager in year-end closing and Annual Audit;

Responsible for Single Audit and Schedule of Federal Expenditures

Provides financial support to the Department of Public Safety and Health and the Department of Community Services and Planning.

Creation, reconciliation, and analysis of grant cost reports.

Performs financial research in assigned areas;

Maintains the system of Departmental project/grants files;

Contributes to the compilation, analysis and formulation of data for project budgets;

Coordinates with the departments of Administration for billing documentation.

SUPERVISORY RESPONSIBILITIES

This job requires monitoring and oversight of grant compliance relating to the programs departments, sub-recipients, and contractors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES To

perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have strong managerial skills to supervise employees, develop policies and procedures, ability to establish benchmarks and goals to improve and monitor key functional processes. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Thorough knowledge of the methods and techniques of budget planning, development and control, and of grant account and compliance. Knowledge and ability to understand and implement accounting, grant, and budget standards and regulations, establish internal controls, grant agreements, grant contracts, and other technical literature. This includes cost accounting concepts, principles and practices good research and analysis skills in the formulation of budget proposals; grant reporting

and compliance requirements; skills in oral and written communication; good interpersonal skills. Position requires an individual who can lead and manage effectively the budget and grant compliance areas and implement new processes, oversight controls, internal controls, and develop policies and procedures independently with a minimum amount of supervision and guidance.

Education and Experience

Bachelor's degree in Accounting, Public or Business Administration, Finance or a directly related field of study; five years of experience directly related to finance, audit, or accounting, or an equivalent combination of education and experience which provides the required knowledge, skills and abilities. Experience with cost or grant accounting is required. Strong management ability and experience with implanting significant organization change and/or reorganization is desired.

Computer Knowledge and Skills

Experience with the following: automated general ledger and financial management systems (Deltek Cost Point), statistical analysis packages; electronic spread sheets; word processing, database management, report generator. Experience with flowchart preparation and related software is desired.

Communication Skills

Ability to read and interpret documents such as accounting standards and regulations, grant agreements, contracts, policy and procedure manuals, and other technical literature. Ability to create financial and management analysis reports in a clear and concise manner: Ability work with COG departments and employees and to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Knowledge in OBM Circular A-133.

Certificates, Licenses, Registrations

No requirements

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMPREHENSIVE BACKGROUND INVESTIGATION

Because of the nature of this position, utmost integrity is required, as well as successful completion of a comprehensive background investigation.

Metropolitan Washington Council of Governments HR Analyst

SUMMARY

Performs a variety of para-professional activities and services in the areas of human resources and may be assigned human resources generalist roles. The position assists senior level HR Analyst in various areas such as recruitment, training, benefits, and administrative support work for the department. May also be involved in personnel action processing and other special projects.

This position may also be responsible for other human resources events and as part of the team implements and coordinates seasonal or year-round events benefiting COG employees, committee meetings, conducting HR-related survey and other duties as assigned by the supervisor and/or the OHRM Director.

The position reports to the OHRM Director and may also have indirect reporting relationship to the HR Program Manager.

EXAMPLES OF WORK

Assist in recruitment program such as reviews applications, arranges interviews, participates in testing.

Assist in processing benefits materials, conducts benefits orientation, processes insurance premium payments, and facilitates health insurance claims.

Processes performance evaluations merit raises and tracks completed evaluations.

Assist in temporary staffing, internship and training programs.

Coordinates and schedules various interviews, meetings and other day to day programs.

May perform administrative functions as needed.

SUPERVISORY RESPONSIBILITIES

Does not have supervisory responsibility.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

At least two years or more para-professional generalist experience in human resources. Associates Degree is required. Bachelor's Degree in HR or Personnel Management is highly preferred. General knowledge of the principles and practices of modern human resources principles. Experience in customer service environment and administrative services. Some

experience in recruitment, training, benefits and pension. Experience with CostPoint and ADP highly preferred.

Computer Knowledge and Skills

Knowledge of word processing, spreadsheet, presentation, and desktop publishing software.

Communication Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate in a clear, concise and effective manner, both orally and in writing;

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to interpret personnel policies and practices and make appropriate decisions; good judgment, initiative, ability to maintain confidentiality

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Metropolitan Washington Council of Governments Public Affairs Professional

SUMMARY

Under the general supervision of the Director of Public Affairs, works to coordinate and conduct the public affairs program of COG. The Public Affairs Specialist is a professional position with considerable latitude for individual action and decision making within guidelines set by COG and the Director of Public Affairs. The incumbent's main responsibility is to assist in disseminating information in various forms. This involves research, writing and editing; providing speeches and other support activities for COG officials, fulfilling requests for information, initiating contact with COG members or related organizations on specific topics; and providing support to staff on graphics and printing requests. Major responsibilities include assisting in the production of COG's Regional Directory, the annual report, the quarterly Metropolitan Memo and the monthly employee newsletter. The Public Affairs Specialist I also will work to place stories in the news media under the direction of the Director of Public Affairs and assist with production of special COG publications as needed.

EXAMPLES OF WORK

Researches, writes and edits into final form COG press releases and quarterly Metropolitan Memo;

Develops story ideas for the news media, and sees projects through to completion;

Acts as liaison with designers and printers, and can assist with or design layouts on various COG publications and reports;

Uses desktop publishing to produce staff newsletter, report covers, and other miscellaneous printed materials;

Coordinates meetings, press conferences and other special events; promotes COG events by direct contact with the media and Public Affairs offices of the organizations;

Assists in the production of COG's Regional Directory, employee newsletter and publications on specific projects;

Researches, analyzes and interviews COG personnel and other experts and officials as background for press releases and articles, and can translate technical jargon into common English usage acceptable to news media and the public at large;

Writes brief speeches for use by public officials at COG functions; Completes research to assist Director of Public Affairs in preparing speeches;

Responds to inquiries from the news media or refers to appropriate staff member;

Reviews daily print media for articles pertinent to COG personnel;

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Demonstrated strong writing skills; thorough knowledge of basic public relations goals and practices; demonstrated ability to write for public consumption; basic knowledge of local government organization and metropolitan problems; ability to respond to journalistic methods and techniques, including a basic knowledge of journalism; ability to maintain good relationships with co-workers, personnel of other agencies and the news media, elected officials and the general public; tact; good judgment. Ability to manage publications projects and to understand the basic process of printing and printers' jargon; an eye for detail and excellent proofreading skills; capable of working under deadline to produce good quality and high volume and ability to set priorities. Capable of sharing workload, of completing parts of projects on deadline, ability to communicate details of workflow and to make logical notes and files; keenness to share responsibility.

Education and Experience

Three - Five years experience in writing and preparation of publications, including layout; experience in using computers to write and design publications, including use of desktop publishing software; some experience in public relations and/or work involving relationships with the public; local government experience also desirable as well as administrative experience. Bachelors degree in journalism, public relations, or related field; or any equivalent combination of knowledge and training which provides the required knowledge, experience, skills and abilities. Some journalism experience helpful.

Computer Knowledge and Skills

Knowledge of Microsoft Word or other word processing software; experience in using computers to write and design publications, including use of desktop publishing software.

Communication Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

This job has no mathematical skill requirements.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

No Requirements

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The characteristics of the work environment described here are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Metropolitan Washington Council of Governments

Writer/Media Communications Specialist

SUMMARY

The department is seeking a Communications Specialist as part of a team that has the lead responsibility to provide staff support for the National Capital Region Transportation Planning Board (TPB) and all of the public outreach activities associated with the metropolitan transportation planning process. The successful candidate will coordinate and conduct the member and stakeholder communications program for the TPB, which focuses on sharing news about board actions, special events, and transportation research, analysis, and planning. In addition, the specialist will manage one staff person. Together, they carry out the work of the program. The specialist will also closely coordinate with the COG Office of Communications, which is responsible for media relations, branding, and agency-wide communications. The position requires strong organizational skills, the ability to juggle multiple projects in a fast-paced, membership oriented environment, and excellent written and oral communication skills.

Examples of work

The successful candidate will:

- Develop and execute coordinated communications strategies promoting the technical and policy work of a metropolitan transportation-planning agency.
- Plan, write, edit, and publish content for blogs, digital and print newsletters, annual reports, social media, and the web explaining work activities, highlighting program outcomes, and promoting events.
- Work closely with program staff to understand research findings, conceptualize stories, and craft compelling narratives and graphic content highlighting key messages.
- Coach program staff in the development of compelling content, including providing feedback and direction on writing style and how to effectively communicate key messages.
- Maintain editorial calendar and lead weekly editorial meetings to brainstorm story ideas, identify news pegs, update content schedule, assign stories, and coordinate messaging across platforms.
- Edit public-facing publications, reports, brochures, web copy, and more to ensure factual accuracy, clarity of meaning, and consistency of style, tone, and message.
- Ghostwrite official correspondence and remarks on behalf of senior executives and elected officials articulating organizational policy positions and highlighting accomplishments and achievements.
- Actively participate on inter-departmental communications team to plan and coordinate content and messaging across platforms and channels, craft and carry out media plans, as well as manage graphic design, video production, and print and mail vendors in the

development and distribution of attractive, impactful communications products.

- Work with communications team to conceive and create new web pages and websites to meet communications goals for public events, outreach campaigns, planning processes, and more.
- Review website and social media analytics to assess effectiveness of communications strategies and convey findings to broader public involvement and senior management teams.

SUPERVISORY RESPONSIBILITIES

This job is responsible for supervising one staff person. Together, they carry out the work of the program.

Required Knowledge, Skills and Abilities

- 1) Bachelor's or master's degree in Communication, Journalism, Media, Public Relations, Government, Political Science or related field and some experience in writing and producing publications, journalism, public relations, local, state or federal government, or nonprofit organizations or any equivalent combination of knowledge and training which provides the required knowledge, experience, skills and abilities. Transportation planning experience or knowledge considered a plus.
- 2) Strong communications skills – both written and verbal – including the ability to effectively reach out to a variety of individuals, ranging from elected officials to support staff, and to communicate about complex topics to non-technical audiences.
- 3) Ability to read, analyze, and interpret technical reports, general business periodicals, and professional journals. Ability to write newsletter articles, reports, blogs, and business correspondence. Ability to effectively present information and respond to questions from officials, senior management staff, the news media, and the general public.
- 4) Demonstrated strong writing skills and ability to write for public consumption; an eye for detail and proofreading skills; knowledge of public relations goals and practices; knowledge and ability to respond to journalistic methods and techniques, including a knowledge of journalism; knowledge of local, state, and federal government and regional issues; knowledge of transportation planning;
- 5) Ability to maintain good relationships with co-workers, member agencies, and the general public; good judgment and tact when interacting with officials and senior management staff;
- 6) Ability to manage projects like reports and other printed publications; ability to work under deadline to produce high quality work; ability to multi-task and set priorities.
- 7) Ability to prepare, produce, and present clear, effective, and accurate reports and presentations. Skills must include solid experience with

Microsoft Office programs (Word, Excel, PowerPoint). Experience with ArcGIS, InDesign, Microsoft Access or other database software and/or graphic design is a plus. Knowledge of web content management systems, and social media programs, familiarity with video production software and Photoshop, such as creating info graphics and graphics for the web, a plus.

- 8) Ability to execute tasks with minimal supervision, and ability to respond flexibly to a small staff with significant demands on time.

Education and Experience

Three - Five years' experience in writing and preparation of publications, including layout; experience in using computers to write and design publications, including use of desktop publishing software; some experience in public relations and/or work involving relationships with the public; local or state government experience also desirable as well as administrative experience. Bachelor's degree in journalism, public relations, or related field; or any equivalent combination of knowledge and training which provides the required knowledge, experience, skills and abilities. Some journalism and/or transportation planning experience helpful.

Computer Knowledge and Skills

Knowledge of Microsoft Word or other word processing software; experience in using computers to write and design publications, including use of desktop publishing software.

Communication Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

This job has no mathematical skill requirements.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

No Requirements

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The characteristics of the work environment described here are representative of those an employee would encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Metropolitan Washington Council of Governments Helpdesk Technician

SUMMARY

Primary responsibilities for the Information System Analyst (Helpdesk Technician) are:

The Helpdesk Technician is a key member of the IT team and provides front-line support for desktop and laptop user and teleworkers. The Technician will support the configuration and deployment of all workstations, mobile devices, print management, telephony, audio/ visual support, software/ application support, and other systems. The primary focus of this roles is providing end-user troubleshooting and support. This person will work closely with other Helpdesk team members as well as network, cloud, and cybersecurity personnel to support internal users. This role requires excellent customer service and good verbal and written communication skills and the ability to work closely with users to resolve their computer related challenges.

This position reports to the Director of Information Technology.

SAMPLES OF WORK

Helpdesk Technician responsibilities include the following:

- Providing front line help desk support for all staff.
- Respond to technical support requests through email, phone and in person
- Provisioning hardware for new and existing users, including reimaging computers and installing software
- Guiding clients through steps to resolve issues and training users to address common issues
- Providing remote support to telework users
- Providing technical support during virtual and onsite conferences and meetings
- Keeping inventory of IT hardware and maintaining an Asset Management System
- Providing new employee orientation and software training
- Supporting and troubleshooting networked and personal printer devices

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Familiarity with the following applications and operating systems preferred:

- Microsoft Office 365
- Microsoft Office 2010/2013 (Outlook, Word, Excel)
- Windows 7 and 10
- Active Directory
- Cisco VPN
- Citrix Workspace
- Imaging Systems (Dell Kace, WDS/MDT, SCCM)
- Ticketing System (Zoho)
- Remote Connectivity tools (LogMeIn, GoToAssist)

Knowledge, skills, and abilities of the following areas are preferred:

- Knowledge of helpdesk procedures and best practices
- Background in installing, maintaining, troubleshooting and managing Microsoft Windows-based computers in a networked environment

- Experience supporting mobile devices (Apple, Android)
- Ability to describe technical topics to non-technical persons.
- Knowledge of computer and/or network security systems, applications, procedures and techniques.
- Ability to install, configure and maintain personal computers, networks and related hardware and software.
- Ability to identify and resolve computer system malfunctions and operations problems.
- Excellent customer service skills.
- High attention to detail.
- Strong written and oral communication
- Strong customer service

EDUCATION AND EXPERIENCE

At least two years working in IT on the level of a Helpdesk Technician is required. A Bachelor's Degree within Information Technology or similar field of study is preferred. Associates Degree may be accepted with additional qualified work experience. IAT Certification (e.g. A+, Security+, Network+) preferred.

COMMUNICATION SKILLS

Ability to speak and write clearly in the English language is essential. Ability to work closely with others in an office environment is essential. Ability to read, analyze and interpret general business and technical procedures. Ability to write reports, business correspondence, and document technical procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

The employee must be able to deduce correctly the root cause of an IT problem, based on available data and his or her previous experience. This employee must be able to determine the cause of a computer problem quickly and effectively. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, stand and reach with hands or arms. The employee must frequently lift up to 30 pounds and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work in the COG data center will be necessary, which has a higher noise level than normal and is kept at a temperature no greater than 65°F. This will typically not represent more than ten hours per working week.

**Metropolitan Washington Council of Governments
Network Engineer**

SUMMARY

Provide technical support and guidance on all issues related to network infrastructure. Setup, configure, and supports internal and external networks. Manage and administer LAN/WAN systems. Maintain all network equipment and systems including Wi-Fi Access Points, switches, routers, servers (virtual and physical), remote access systems, VOIP, and other network systems. Monitor and troubleshoot network performance issues. Create network diagrams and documentation for design and planning network communication systems. Maintain MWCOG's enterprise backup and storage systems. Collaborate in planning and implementing cloud-based networks. Assist in maintaining datacenter infrastructure. Provide technical project leadership as needed.

The position reports to the Director of Information Technology.

Primary responsibilities for the Network Engineer are:

- Provides technical guidance for all issues related to network infrastructure
- Manages the procurement, testing, installation, and support of network equipment and systems, including LAN and WAN systems
- Configure and maintain Cisco devices and systems such as routers, switches, Access Points, WLAN Controllers, Cisco ASA, and Cisco Prime
- Recommend updates and changes to existing LAN, WAN, and wireless network design
- Maximize network performance by monitoring performance, troubleshooting network problems and outages, and scheduling upgrades
- Manage and maintain on-premise and cloud-based enterprise file backup infrastructure
- Manage and maintain on-premise and cloud-based enterprise file storage infrastructure
- Assist in planning and implementation of the network component of cloud deployments
- Plan and implementing remote access solutions
- Administer and maintain VOIP system
- Administer and maintain wireless infrastructure
- Work with vendors in deploying, troubleshooting and upgrading network systems
- Ensure security of network systems by enforcing policies and monitoring access
- Develop and maintain accurate network documentation and network diagrams
- Provide support for datacenter infrastructure
- Provide Tier II level help desk support as necessary

Qualifications:

- Bachelor's Degree in Computer Science, Information Systems, Engineering or related technical fields (preferred)
- Minimum 3 years of experience in network infrastructure design, implementation, troubleshooting, monitoring, and maintenance.
- Proven problem-solving skills. Excellent at communicating in a way that makes sense to non-technical people (face-to-face and written).
- Detailed theoretical and practical knowledge of IP protocols, firewalls, and routers.
- Experience configuring, installing, and troubleshooting CISCO routers, hubs, and switches.
- Experience with HyperV, VMWare, and/or Citrix (optional)

- CCNA, MCSE, or higher (optional)
- Network+, Security+, or A+ (optional)

Knowledge of the following software and systems required:

- Microsoft Enterprise Server 2008-2019
- Microsoft Windows Operating Systems (7/10)
- Microsoft Office 365
- Microsoft Active Directory
- Network router/switches management and configuration

EDUCATION AND EXPERIENCE

A bachelor's degree in computer science, Information Systems, Engineering or related technical fields is required. Minimum 3 years of experience in network infrastructure design, implementation, troubleshooting, monitoring, and maintenance

COMMUNICATION SKILLS

Ability to speak and write clearly in the English language is essential. Ability to work closely with others in an office environment is essential. Ability to read, analyze and interpret general business and technical procedures. Ability to write reports, business correspondence, and document technical procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

The employee must be able to deduce correctly the root cause of an IT problem, based on available data and his or her previous experience. This employee must be able to determine the cause of a computer problem quickly and effectively. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk, sit, stand and reach with hands or arms. The employee must frequently lift to 30 pounds and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work in the COG data center will be necessary, which has a higher noise level than normal and is kept at a temperature no greater than 65°F. This will typically not represent more than ten hours per working week.

**Metropolitan Washington Council of Governments
Public Safety Planner**

SUMMARY

The Planner is an advanced level professional position in regional emergency management and homeland security planning, inclusive of activities within the domains of public health, fire and rescue, transportation, and law enforcement, among others. Daily activities for this position involve performing advanced planning duties, such as conducting detailed research and analysis on disaster data and policies, to provide advice to the assigned department, other operating departments with COG, and/or the jurisdictions represented by COG. The Planner IV serves as a member of various project teams and may lead work teams. Guidelines and supervision for the Planner IV are provided by the Chief of Public Safety and Health Preparedness.

DESCRIPTION

Specific work responsibilities of the Planner include:

- Facilitating meetings with high-level stakeholders, while documenting and tracking action items and decision-making.
- Moving stakeholders forward on identified action items and decisions.
- Providing input on complex policy and strategy matters in the form of oral and written reports and responses to requests for information or data.
- Developing processes and methodology for regional strategy.
- Creating easily accessible data visualization and graphics for use in stakeholder documents and products.
- Maintaining positive, trusting work relationships with coworkers and regional stakeholders.
- Developing methods and techniques for plan evaluation and review of spatial, fiscal, economic, social, environmental, and political impact.
- Coordinating project scheduling, progress evaluation, technical liaison and interdepartmental coordination.
- Providing project activity tracking in support of the Chief of Public Safety and Health Preparedness, including supervising contract staff or management of discrete projects with assigned staff peers.
- Attending professional conferences and training sessions as a representative of COG.
- Experience with public outreach methods, such as marking new personal preparedness techniques or regional training and programs.
- Ability to manage a variety of highly specialized and technical problems in support of local officials and the public.
- Ability to perform independent technical research work.

SUPERVISORY RESPONSIBILITIES

Provide project activity tracking in support of the Chief; this may include supervision of contract staff or management of discrete projects with assigned staff peers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Professional Experience

Bachelor's degree and five or more years of professional experience in emergency management or related fields, such as defense, politics, public health, or public policy; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities relevant to the major duties of this position. Preferred: A master's degree from an accredited university; thorough knowledge of intergovernmental coordination; and professional supervisory experience.

Communication Skills

Demonstrated expert skills in verbal, written, and interpersonal communication. Substantial experience condensing complex topics to concise summaries appropriate for the general public. A keen understanding of boundaries in the presence of stakeholders, including politicians and agency leadership, and when/where to provide a value-adding opinion. Proven success in data visualization, the development of process figures, and graphic design. Preferred: multiple years of experience developing original drafts of governmental doctrine and/or policy. Experience with public outreach methods, such as marketing new personal preparedness techniques or regional training and programs.

Critical Thinking

Ability to manage a variety of highly specialized and technical problems in support of local officials and the public. Ability to perform independent technical research work and guide others in performance of their assignments. Ability to supervise the work of support staff while displaying good judgement.

Computer Knowledge and Skills

In-depth understanding of the MS Office Suite of programs, including Excel, PowerPoint, Word, and OneNote. Significant experience with Adobe InDesign or comparable desktop publishing software. Understanding of MS Sharepoint and OneDrive. Experience with navigating U.S. Census data and other publicly available large data sets for analytics and supporting leadership decision-making. Preferred: Several years of experience performing skilled quality control and quality assurance on public documents; program performance auditing/evaluation; and GIS and/or mapping skills.

Mathematical Skills

Understanding of statistics, quantitative assessment techniques, and transforming qualitative data into quantitative data.

Certificates, Licenses, Registrations

Professional certification will be included in consideration of acceptable experience and training.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee is regularly required to sit; use hands to handle or feel objects or controls and talk or hear. Work is also occasionally performed in the field, requiring the ability to operate a motor vehicle to travel to various locations.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

Metropolitan Washington Council of Governments Community Development Planner

SUMMARY

The Metropolitan Washington Council of Governments (COG) is seeking a Regional Planner for the Department of Community Planning and Services (DCPS). DCPS is responsible for a wide range of activities, including regional growth forecasts, land use coordination, economic and demographic research, economic and workforce development, affordable housing and homelessness programs, child welfare and public health. The position will primarily be focused on managing cross-departmental projects and initiatives focused on COG's Regional Activity Centers, transportation coordination, and economic forecasting and analysis activities. The successful applicant will be part of a team overseeing the principal DCPS work programs, and may also support the Director by helping to identify, seek and obtain new funding opportunities

EXAMPLES OF WORK:

- Activity Centers: Conduct, direct, and maintain data analysis on demographic, economic, land use, housing, and transportation conditions in the region's Activity Centers. Identify additional research, technical assistance, and programming to better support the region's Activity Centers and ensure they are incorporated into all relevant activities at COG. More information on Activity Centers can be found [here](#).
- Land use and transportation technical assistance: Work with Department of Transportation Planning staff to administer and staff technical assistance projects to members focused on land use and transportation connections (TLC). Activities include outreach to encourage applications focused on regional priorities, project management, coordination with other public agencies, and facilitation of peer exchange among recipients and members.
- Economic analysis and forecasting: Help to coordinate economic analysis, demographic and forecasting databases, and preparing technical and policy reports and memos as needed.
- Support COG technical and policy committees, including the Planning Directors Technical Advisory Committee, the Housing Directors Advisory Committee, the Cooperative Forecasting Subcommittee, and the Region Forward Coalition.
- Support senior staff of other departments on COG Board, TPB and Executive Office initiatives
- Provide project management for reports and interdepartmental initiatives.
- Conduct outreach and engagement to local elected and appointed officials, member agencies, and partner organizations at the local, state, regional, and federal levels.

- Research new opportunities

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of regional planning.
- Successful grant-writing or business development experience.
- The ability to clearly communicate complex technical topics to non-technical audiences through writing and speaking.
- Strong communication skills, including public speaking, meeting facilitation, and visual presentation.
- Strong writing skills are required.
- Strong analytical and critical thinking skills and the ability to develop strategic approaches.
- Strong software skills in Microsoft Office programs (Word, Excel, PowerPoint).
- Skills in ArcGIS, Adobe Creative Suite, SAS, Microsoft Access, or other statistical and database software a plus.
- Experience with Census, American Community Survey, and other government and commercial economic and demographic datasets.
- Ability to work effectively across departments and agencies.
- Ability to prepare, produce, and present clear, effective, and accurate reports and presentations.

Education and Experience: Minimum five years' experience in urban planning, public policy, or a related field, and possession of a Masters' degree in urban planning, public administration, or a related field. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

Computer Knowledge and Skills: Experience with one or more of the following: statistical analysis packages; electronic spreadsheets; word processing, database management, report generator; computer graphics, PowerPoint presentations, and Web based applications.

Communication Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: May manage subordinate staff members and associated programs. Is responsible for overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Metropolitan Washington Council of Governments
Transportation Planner I**

SUMMARY

The Department of Transportation Planning of the Metropolitan Washington Council of Governments is seeking a Planner I for the Program Coordination Team. The successful candidate will undertake a wide range of assignments involving knowledge of the principles and practices of transportation planning, public policy analysis, public administration, and intergovernmental coordination, as well as an understanding of the physical, social, environmental, economic and political concepts underlying regional transportation planning. The successful candidate will work under the supervision of a Senior Planner, Program Director, or Department Director and in accordance with procedures and policies established by the Director of the Department of Transportation Planning.

EXAMPLES OF WORK

Carries out studies related to urban and regional planning, transportation policy and economic issues, social and environmental impact of transportation;

Creates publications, fact sheets, press releases, Internet publications, or other materials for outreach and involvement purposes regarding regional transportation planning for elected officials, planning professionals, and the public;²

Applies methods and techniques for long range transportation plan evaluation and review of fiscal, economic, social, environmental and/or political implications;

Prepares reports, geographic information systems (GIS)-generated maps, technical memoranda and other forms of quantitative and qualitative assessment;

Creates and maintains computer databases of transportation-related information;

Makes oral and graphic presentations of data, issues, findings and recommendations to citizens, technicians and elected officials;

Staffs committees and is responsible for the preparation of agendas, supporting documents and minutes.

SUPERVISORY RESPONSIBILITIES

No direct staff supervisory responsibilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires (1) knowledge of the regional transportation planning process; (2) interest in transportation policy analysis and public administration; (3) an understanding of the physical, social, environmental, economic and political concepts underlying transportation planning; (4) strong oral and written skills, including the ability to make presentations to large and small groups, (5) ability to maintain effective working relationships with other employees, officials and the public.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree in planning, environmental or natural science, public administration, or an appropriate related field. Professional or internship experience in transportation planning, transportation engineering, or a related field is also desirable. Any equivalent combination of

experience and training which provides the required knowledge, analytical and writing skills, and abilities will be considered.

COMPUTER KNOWLEDGE AND SKILLS

Experience with Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, Adobe Creative Suite (Illustrator, InDesign, Photoshop), Microsoft Access or other database software. Experience with travel demand modeling, computer graphics, HTML coding, and/or Web design software is desirable.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from members, regulatory agencies, community leaders and citizens. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages, rates, and ratios and to draw and interpret numeric charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form and deal with a variety of abstract and concrete variables in situations where only limited standardization may exist.

CERTIFICATES, LICENSES, REGISTRATIONS

No Requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Metropolitan Washington Council of Governments Transportation Planner II

SUMMARY

Performs mid-level professional planning activities related to the development and analysis of regional transportation plans and other planning products for the National Capital Region Transportation Planning Board (TPB). The work is performed under the general supervision of a higher-level Planner or Program Manager in accordance with procedures and policies established by the Department Director. The TPB, which is staffed by the Metropolitan Washington Council of Governments (MWCOCG), is the federally mandated metropolitan planning organization (MPO) for the Washington, D.C. region.

EXAMPLES OF WORK

- Performs technical analysis using output from travel demand models and other forecasting tools to analyze the performance of the region's Constrained Long-Range Transportation Plan (CLRP), and regional scenarios of unfunded capital needs;
- Develops user-friendly documentation on long-range planning activities, including CLRP publications, special reports, and website information;
- Researches new approaches for MPO analysis and planning, and provides assistance in implementing new initiatives;
- Assists with and participates in cross-team and inter-departmental collaboration in support of the development of the CLRP and other major plans and projects;
- Develops text, maps and graphics for use in publications, presentations and webpages;
- Provides assistance in conducting technical analysis related to Title VI/Environmental Justice and communities of concern;
- Provides assistance with public outreach activities, including public forums and workshops;
- Provides assistance in providing staff support for boards and committees, including meeting mail-outs, meeting preparation, and writing meeting minutes and summaries; and
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

No direct staff supervisory responsibilities but may be involved in supervising interns. Such responsibilities may include interviewing, hiring, and training interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining; addressing complaints and resolving problems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires: (1) knowledge of the principles and practices of metropolitan transportation planning; (2) the ability to communicate in writing and speaking about complex technical topics to non-technical audiences; (3) strong analytical, computer, and GIS skills; experience with travel demand modeling a plus; (4) strong software skills in Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, InDesign, Microsoft Access or other database software; graphic design skills a plus; (5) the ability to maintain effective working relationships with other employees, elected officials and the public; and (6) the ability to prepare, produce, and present clear, effective, and accurate reports and presentations.

EDUCATION AND EXPERIENCE

Planner II: Requires a bachelor's degree urban planning, civil engineering, transportation, or a closely related field and minimum of two years' experience, or an equivalent combination of education and experience

COMPUTER KNOWLEDGE AND SKILLS

Experience with Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, Adobe Creative Suite (Illustrator, InDesign, Photoshop), Microsoft Access or other database software. Experience with travel demand modeling, computer graphics, HTML coding, and/or Web design software is desirable.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from members, regulatory agencies, community leaders and citizens. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages, rates, and ratios and to draw and interpret numeric charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form and deal with a variety of abstract and concrete variables in situations where only limited standardization may exist.

CERTIFICATES, LICENSES, REGISTRATIONS

No Requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Metropolitan Washington Council of Governments
Transportation Planner III**

SUMMARY

Performs mid-level professional planning activities related to the development and analysis of regional transportation plans and other planning products for the National Capital Region Transportation Planning Board (TPB). The work is performed under the general supervision of a higher-level Planner or Program Manager in accordance with procedures and policies established by the Department Director. The TPB, which is staffed by the Metropolitan Washington Council of Governments (MWCOG), is the federally mandated metropolitan planning organization (MPO) for the Washington, D.C. region.

EXAMPLES OF WORK

- Performs technical analysis using output from travel demand models and other forecasting tools to analyze the performance of the region's Constrained Long-Range Transportation Plan (CLRP), and regional scenarios of unfunded capital needs;
- Develops user-friendly documentation on long-range planning activities, including CLRP publications, special reports, and website information;
- Researches new approaches for MPO analysis and planning, and provides assistance in implementing new initiatives;
- Assists with and participates in cross-team and inter-departmental collaboration in support of the development of the CLRP and other major plans and projects;
- Develops text, maps and graphics for use in publications, presentations and webpages;
- Provides assistance in conducting technical analysis related to Title VI/Environmental Justice and communities of concern;
- Provides assistance with public outreach activities, including public forums and workshops;
- Provides assistance in providing staff support for boards and committees, including meeting mail-outs, meeting preparation, and writing meeting minutes and summaries; and
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES

No direct staff supervisory responsibilities but may be involved in supervising interns. Such responsibilities may include interviewing, hiring, and training interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining; addressing complaints and resolving problems.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Requires: (1) knowledge of the principles and practices of metropolitan transportation planning; (2) the ability to communicate in writing and speaking about complex technical topics to non-technical audiences; (3) strong analytical, computer, and GIS skills; experience with travel demand modeling a plus; (4) strong software skills in Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, InDesign, Microsoft Access or other database software; graphic design skills a plus; (5) the ability to maintain effective working relationships with other employees, elected officials and the public; and (6) the ability to prepare, produce, and present clear, effective, and accurate reports and presentations.

EDUCATION AND EXPERIENCE

Three to five years working experience in transportation or urban planning, or a related field and possession of a masters' degree in transportation or urban planning, or a related field. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

COMPUTER KNOWLEDGE AND SKILLS

Experience with Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, Adobe Creative Suite (Illustrator, InDesign, Photoshop), Microsoft Access or other database software. Experience with travel demand modeling, computer graphics, HTML coding, and/or Web design software is desirable.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from members, regulatory agencies, community leaders and citizens. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages, rates, and ratios and to draw and interpret numeric charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form and deal with a variety of abstract and concrete variables in situations where only limited standardization may exist.

CERTIFICATES, LICENSES, REGISTRATIONS

No Requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Metropolitan Washington Council of Governments Transportation Planner IV.

SUMMARY

The Council of Governments' (COG) Department of Transportation Planning is seeking a Transportation Planner IV. The successful candidate for this position will play a key role in the processing and analysis of data for transportation planning studies and the presentation of technical reports and policy-oriented information reports to Transportation Planning Board (TPB) and COG committees and subcommittees.

The Transportation Planner IV will:

- Provide staff support to advisory committees, subcommittees and task forces; activities would include meeting support, research on transportation issues important to low-income communities, minority communities and people with disabilities and preparation of reports and presentations;
- Assist in long-range planning; specifically assist with updates to the Constrained Long Range Plan. Activities would include assisting with outreach to the public on regional transportation issues, development of descriptive plan materials, such as website materials, brochures, CD's or pamphlets; and conducting an evaluation of the performance of the plan related to the TPB Vision and Title VI /environmental justice;
- Develop innovative, user-friendly publications, presentations and web site materials that support the above activities
- Process and analyze demographic, economic, land use, transportation and spatially referenced data for use in transportation planning studies.
- Develop specialized analytic methods and forecasting techniques for transportation and land use studies and plan evaluations.
- Write and prepare memoranda, technical and policy-oriented information reports.
- Make oral and graphic presentations of data, issues, findings and recommendations to TPB and COG committees and subcommittees.
- Prepare agendas, other materials and minutes for committee and subcommittee meetings.
- Coordinate and work with federal, state, local and regional transportation agencies to obtain travel survey, traffic count, transit ridership, and transportation facility data for the Regional Transportation Data Clearinghouse.
- Respond to requests for information, data and technical reports from federal, state, local and regional transportation agencies, consultants and citizens.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's degree (preferred) in Transportation Planning, Urban Planning, Public Policy, Political Science, Economics, Statistics or a related field and a minimum of three years of applicable experience.

- Knowledge of principles and practices of planning and/or public policy.
- Knowledge of research methods, statistical and forecasting techniques, economics, and geographical analysis.
- Skill in analyzing Census, survey, land use and transportation data.
- Proficiency in the use of spreadsheet, database and statistical analysis software (SAS preferred).
- Some experience with Geographic Information Systems (GIS), analysis of GPS data and web-based software is also desirable.
- Proficiency in the use of Microsoft Office software (Word, Excel, Power Point, Outlook).
- Ability to express ideas clearly and concisely.
- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with other employees, public officials and the general public.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

EDUCATION AND EXPERIENCE

Master's degree and minimum three years working experience in transportation or urban planning, or a related field. Federal, State or local grants administration and project management experience. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

COMPUTER KNOWLEDGE AND SKILLS

Experience with Microsoft Office programs (Word, Excel, PowerPoint), ArcGIS, Adobe Creative Suite (Illustrator, InDesign, Photoshop), Microsoft Access or other database software. Experience with travel demand modeling, computer graphics, HTML coding, and/or Web design software is desirable.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from members, regulatory agencies, community leaders and citizens. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percentages, rates, and ratios and to draw and interpret numeric charts and graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions furnished in written, oral, diagram, or schedule form and deal with a variety of abstract and concrete variables in situations where only limited standardization may exist.

CERTIFICATES, LICENSES, REGISTRATIONS

No Requirements

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is occasionally required to walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Metropolitan Washington Council of Governments GIS Analyst/Programmer

POSITION SPECIFICATIONS: The Council of Governments' Department of Transportation Planning is seeking a GIS Analyst/Coordinator for the Technical Services, Data and Technology Development team. The successful candidate for this position will assist in the development of Geographic Information System (GIS) applications for regional transportation planning activities and help facilitate cooperation and collaboration on GIS-related issues among COG member jurisdictions and other public sector agencies in the metropolitan Washington area. Duties will include development of GIS applications using ESRI ArcGIS, ArcView and ArcIMS products, communication with COG committees on issues involving GIS and geospatial data; and development of best technology practices for the exchange and sharing of geospatial data among COG member jurisdictions and other state and local government agencies in the metropolitan region.

MINIMUM QUALIFICATIONS: This position requires possession of a bachelor's degree in planning, geography, civil engineering, public administration or a related field, and one to three years of related technical experience. Some background in developing GIS applications for transportation planning is preferred. Any equivalent combination of experience and training which provides the required knowledge, analytical abilities and communication skills will be considered.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated skill in Geographic Information System application development and a strong background in computer programming and/or quantitative analysis. Demonstrated ability to interpret user requirements and translate them into efficient and effective Geographic Information System applications to current challenges faced by regional, state, and local government agencies. Skill with multiple application development tools and programming languages such as ARC/INFO AML, Avenue, Map Objects, C++, Visual Basic, Java, HTML and CGI. Some experience with Unix, Windows NT, Oracle, SAS and the development of Web-based applications is also highly desirable. Good communication skills and the ability to maintain effective working relationships with others is also required. Excellent communications skills and the ability to work independently on projects are essential for this position. Experience with multiple development tools and application programming languages is highly desirable and some knowledge of regional transportation planning is preferred.

EDUCATION AND EXPERIENCE

Bachelor's degree in Computer Science, Civil Engineering, Geography, Urban Planning or related field required, one to three years work experience developing Geographic Information Systems applications; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

COMPUTER KNOWLEDGE AND SKILLS

Substantial knowledge of computer programming and information processing techniques. Demonstrates skill with multiple application development tools and programming languages such as ARC/INFO AML, Avenue, Map Objects, C++, Visual Basic, Java, HTML and CGI. Some experience with Unix, Windows NT, Oracle, SAS and the development of Web-based applications is also highly desirable.

COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence and technical manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, RESTRICTIONS

No requirements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.