



**SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

*1523 Pacific Avenue, Santa Cruz, California 95060-3911, PHONE (408)460-3200, FAX (408)460-3215*

## **JOB ANNOUNCEMENT**

### **Temporary Full-Time Transportation Planner I or II**

**FINAL FILING DEADLINE: By 5:00 p.m. Friday, June 8 , 2007**

**SALARY: Planner I \$3,803 - \$4,812 - Planner II \$4,477 - \$5,664**

### **Supplemental Application Required**

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California in 1972 to carry out transportation responsibilities that cross city-county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer Committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies, business, environmental, neighborhood and advocacy groups, and members of the public to take action in the following areas:

- **FUNDING** major capital improvements to our transportation system, consistent with long-range plans
- **PLANNING** for the development of a balanced transportation system that addresses all modes (cars, bus, bike, pedestrian, rail, etc) over the next 25 years
- **COORDINATING** transportation improvement projects and policies with local, state and federal agencies including Caltrans
- **ADVOCATING** for legislative and funding initiatives to improve all transportation options in Santa Cruz County and encouraging the use of alternatives to driving alone in order to maximize the efficiency of our current transportation system and reduce air pollution
- **SERVICE** the Service Authority for Freeway Emergencies call box system, Freeway Service Patrol, the Rail/Trail Authority, and the Commute Solutions Rideshare Program

#### **DEFINITION:**

Under the direction of the Deputy Director, performs transportation studies and analyses; prepares and presents transportation plans and reports; administers various transportation related programs, and conducts related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

**Transportation Planner I** is the trainee level for the professional Transportation Planner series. Incumbents may act as a staff level resource for a particular transportation project or mode; staff a

committee and make presentations to committees; and coordinate with local, regional, State and Federal agencies. Incumbents initially work under general supervision and as experience is gained, they perform a broader range of duties and are expected to advance to the Transportation Planner II level within one year.

**Transportation Planner II** is the journey level in the Transportation Planner series. Incumbents may perform the duties described above for Transportation Planner I. Additionally, incumbents independently perform professional transportation planning assignments with limited supervision. Positions in this class are responsible for one or more major projects. Incumbents may coordinate with local, regional, State and Federal agencies, citizen advisory committees, and elected officials. Incumbents may prepare and monitor grants and contracts. This class differs from the Transportation Planner I in that in addition to the above, incumbents may provide assistance to lower level transportation planners, and make presentations to community groups and decision making authorities, including the Regional Transportation Commission (RTC).

#### **ESSENTIAL JOB FUNCTIONS:**

Prepare and update elements of the Regional Transportation Plan, the Regional Transportation Improvement Program, the Short Range Transit Plan for Specialized Transportation, and other plans, programs and reports required by State or Federal agencies or directed by the RTC. Conduct investigations, traffic monitoring activities, user surveys, field surveys and studies. Write reports and make presentations for transportation planning projects. Monitor and analyze legislation for impact on transportation programs, activities and funds. Use transportation models and other transportation analysis tools to forecast future traffic volumes, levels of service and patronage of alternative transportation modes. Evaluate transportation options. Research and prepare transportation budgets and financing availability. Administer funding programs in coordination with local, regional, State and Federal agencies. Research grant sources, prepare and review grant applications, and administer project grants. Administer contracts and applications, and administer project grants. Prepare administrative reports. Review environmental documents, plans, projects, and programs prepared for other agencies for consistency with adopted regional transportation planning policies and plans. Write various project and staff reports for the RTC and committee review. Provide staff support and serve as technical expert to committees. Prepare correspondence. Respond to requests for information on regional transportation issues and programs. Monitor and participate in transportation planning activities of public and private providers of transit and specialized transportation services. Design and implement marketing studies and advertising campaigns. Plan and implement special events. Represent the RTC in meetings with other agencies and community groups. Serve as liaison and technical expert to local, regional, State and Federal agencies, community groups, business groups, major employers and elected officials on regional transportation planning issues, projects and programs. Input, access and analyze data using a computer. Gather, analyze and evaluate data related to regional transportation planning issues. Develop policy recommendations and resolutions for the Regional Transportation Commission and its committees. Serve as a project leader for complex transportation planning studies and projects. Assist in budget and work program preparation and administrative analysis. Attend conferences and seminars.

## **KNOWLEDGE AND ABILITIES:**

### **Transportation Planner I**

Some knowledge of:

- The principles, practices and trends of transportation planning, transportation engineering, land use planning, public administration, grants management, marketing or the specialty area(s) to which assigned.
- Word processing and spread sheet computer applications.
- Statistical research methods as applied to the collection and tabulation of data.
- Techniques of report writing.
- Techniques of oral presentation.

### **Transportation Planner II**

Working knowledge of the above, plus:

Some knowledge of:

- Principles, practices and trends of transportation planning.
- Methods and procedures of mass media communications.
- Transportation financing and operating practices.
- Federal and State grant programs related to transportation studies and programs.
- Techniques of grant and contract budget development and administration.
- Principles of land use planning.
- Legislative process.
- Transportation planning policy formulation.
- Specialty area(s) to which assigned.

**TRAINING AND EXPERIENCE:** Education and Experience: Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

**Transportation Planner I:** Two years experience in a transportation agency/firm, other public agency, or as staff for a public official plus completion of 12 semester units of college coursework in planning, urban studies, public administration, geography, environmental studies, marketing or transportation engineering or a closely related field.

OR

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography, environmental studies, marketing or transportation engineering or a closely related field.

OR

One year of professional experience in public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field.

**OR**

**One year of professional planning or resource planning experience.**

**Transportation Planner II:** One year of professional transportation planning experience.

OR

Possession of a Master's Degree from an accredited college or university with a major in planning, transportation planning, urban studies, public administration, geography, environmental studies, marketing, transportation or civil engineering or a closely related field that included an internship in a public planning agency. If an internship was not completed, six months experience or as staff for a public official may be substituted.

OR

Two years professional land use planning or resource planning experience.

OR

Two years of professional public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field which included one year of involvement in congestion management, long range transportation planning, transportation funding or programming, planning for a specific transportation mode, transportation project implementation, motorist aid call box systems, transportation planning for persons with disabilities, air quality planning related to transportation planning, transportation demand management, ridesharing or other transportation planning programs.

### **SPECIAL REQUIREMENTS**

A valid California Class C Driver's License may be required for certain positions or must be able to provide suitable transportation approved by the Executive Director.

### **WORK ENVIRONMENT:**

Typical office environment with standard equipment and tasks. Position requires work at a computer/video display terminal and desk for extended periods of time. May require travel to various locations.

**SALARY:** \$ **Planner I \$3,803 - \$4,812 - Planner II \$4,477 - \$5,664** per month. We also offer an attractive employee benefits package

**SUPPLEMENTAL APPLICATION:** The supplemental questions are specifically for this recruitment. Applications received without the required supplemental information will not be included in the selection process. Please respond to the following questions and limit your response to one single-spaced, typewritten page.

1. List any related course work you have completed in planning, urban studies, environmental planning, engineering, architecture, design, marketing, computer science, or other fields related to transportation planning. Be sure to include the course title, name of school, and any applicable degree. (Copies of transcripts are acceptable)
2. Describe your experience providing information to the public or members of a governing board or committee and responding to inquiries from members of the public or a governing board or committee.
3. Describe a specific work or school experience that demonstrates your ability to prepare a report about a transportation program, a program budget, a grant, a public issue or related topics.
4. **Transportation Planner II Applicants Only:** Describe your experience making oral presentations to a board, a committee, agency representatives or community group.

#### **APPLICATION PROCEDURES:**

A completed job application, supplemental application and resume must be received in the Human Resources Office **BY 5:00 P.M. ON FRIDAY, June 8, 2007, TO BE GUARANTEED A REVIEW.** Application submissions received after the application screening date will be reviewed at the discretion of the Human Resource Office. Materials submitted become the property of RTC and will not be returned.

For assistance or if you require an accommodation, please call **(831) 460-3218**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.