



TEHAMA COUNTY
invites applications for the position of:

**Associate Transportation Planner (Tehama
County Transportation Commission & Transit
Agency Board)**

SALARY: \$22.68 - \$27.65 Hourly
\$3,931.00 - \$4,792.00 Monthly
\$47,172.00 - \$57,504.00 Annually

OPENING DATE: 12/29/15

CLOSING DATE: Continuous

DESCRIPTION:

The Department of Public Works, located in Gerber, CA, is recruiting to establish an eligibility list of qualified applicants for a Senior or Associate Transportation Planner position. The Department currently has one vacancy, which may be filled by either position.

To apply for the Senior Transportation Planner please open that job flyer.

The Department maintains the right to abolish the eligibility list at any time during the year and conduct another recruitment to establish a new eligibility list.

Ideal Candidate:

The Senior/Associate Transportation Planner for the Tehama County Transportation Commission/Transit Agency Board will be a high energy team player that is solution oriented, dedicated to public service, creative, excited about the challenge of transportation planning and rural transportation programs, and possess a strong work ethic.

The desired candidate will have experience with the development of Plans and Programs (i.e., RTP, RTIP, OWP, Transit Development Plan) and have strong writing skills and expertise in the use of Excel and GIS applications.

DEFINITION

Under the direction of the Deputy Director of Public Works-Transportation, is responsible for transportation and land use planning in coordination with County and other government officials and participates in the coordination of activities of the Tehama County Transportation Commission, a Regional Transportation Planning Agency (RTPA), as well as the Transit Agency Board that serves the public, County, cities, and State (Caltrans).

EXAMPLES OF DUTIES:**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Ø Works as technical staff to the RTPA/Transit Board and advisory committees and performs transportation planning as assigned.
- Ø Identifies, and implements goals, policies, objectives, and programs concerning all modes of transportation/circulation infrastructure: roads, highways, buses, aviation, bicycle, and pedestrian facilities, etc.
- Ø Assists in the preparation and administration of the division budget and monitoring of budget units as needed.
- Ø Assists the County and incorporated cities with General Plan updates, specifically the circulation and infrastructure elements.
- Ø Facilitates interagency planning efforts for the RTPA, County and incorporated cities.
- Ø Reviews development proposals as related to transportation and land use while working cooperative with County/City Planning Departments and Caltrans Intergovernmental Review (IGR).
- Ø Performs various research, analysis, planning and administrative duties in the management of County transportation programs.
- Ø Assists with the annual State Controllers Report, audit and completion of financial reports required by state government.
- Ø Prepares and administers transportation grants, requests for proposals, and related contracts for various programs.
- Ø Manages consultant contracts, studies, and exercises oversight of transportation funding requirements.
- Ø Reviews, evaluates, prepares comments on and implements various rules, regulations legislation relating to transportation and land use.
- Ø Participates in the development and implementation of required plans and programs (i.e., RTP, RTIP, OWP, Bikeways Plan, Transit Development Plan, etc).
- Ø Interaction with local, state, federal agencies, elected officials, and Native American Tribes regarding transportation programs and related land use.
- Ø Represents the RTPA at local, state, or federal meetings and may be requested to assume leadership roles at the District 2 RTPA Task Force, or Rural Counties Task Force, or the California Regional Transportation Planning Agencies, or CalACT.
- Ø Utilizes GIS and/or ITS as needed.
- Ø Procures division equipment (computers, printers, digital camera's, etc) as needed.
- Ø Prepares records of planning activities; grants, reports, spreadsheets, agenda items, publicity items, and coordinates meetings, hearings, promotional events, and attends various meetings. Performs general administrative duties, research, compiles data, writes correspondence, file documents, and maintains related databases, etc.
- Ø Receives and responds to public inquiries, requests for assistance and complaints concerning transportation planning programs.
- Ø Attends meetings, conferences and training seminars to enhance job knowledge and skills.
- Ø Performs other related work as required.

EDUCATION, EXPERIENCE & LICENSES:**Education & Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Ø Graduation from an accredited college or university with a Bachelor's degree in planning, geography, engineering, or a closely related field.
- Ø A minimum of two (2) years experience in a progressively responsible position related to transportation, planning, geography, engineering, or related field.
- Ø Other combinations of education and experience may be considered.

License & Special Requirements:

Requires a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect County development sites, to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification; the job also involves field work requiring frequent walking at transportation staging areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 30 pounds, as necessary to perform job functions.

WORKING CONDITIONS

Employees partially work in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

RECRUITMENT INFORMATION:

To be considered for this exciting career opportunity, please submit an online application, cover letter, resume, response to the supplemental questions and two recent work products that demonstrate writing skills; acceptable documents include, but are not limited to: Overall Work Program, grants, staff reports, Request for Proposal's (RFP's), white papers, letters to other agencies or the public, etc.

<http://agency.governmentjobs.com/tehama/default.cfm>

Your materials should articulate your experience as it relates to the "Ideal Candidate" profile and necessary qualifications listed.

For questions about this recruitment, please contact the Department directly.

**Tehama County Public Works
Barbara O'Keeffe, Deputy Director - Transportation
9380 San Benito Avenue
Gerber, CA 96035
(530) 385-1462 ext. 3017**

Incomplete applications will not be considered.

Copies of all required degrees and/or certifications as outlined in the job description must be provided. Please attach copies of all required educational degrees beyond high school and any special requirement documents such as certificates, licensures, etc., to your job application form to assist in the recruitment process. If unable to provide at the time of applying, all required documents must be provided prior to beginning work if offered a position.

Applications will be screened based on written information provided.

All offers of employment are contingent upon successful completion of background, fingerprinting and physical examination provided by the County.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.tehama.ca.us>

727 Oak Street
Red Bluff, CA 96080
530-527-4183

Position #P0395
ASSOCIATE TRANSPORTATION PLANNER (TEHAMA COUNTY
TRANSPORTATION COMMISSION & TRANSIT AGENCY BOARD)
NB

Associate Transportation Planner (Tehama County Transportation Commission & Transit Agency Board) Supplemental Questionnaire

- * 1. Have you ever been employed by a transportation or transit agency?
 Yes No

- * 2. Do you have a minimum of three years experience (excluding internships) in transportation planning?
 Yes No

- * 3. Do you have experience complying with Federal, State and Local Regulations, policies or guidelines, related to transportation programs?
 Yes No

- * 4. Have you written transportation planning documents? If yes, please list the documents you have written.

- * 5. Do you have experience working with the public and elected officials? Please describe experience.

- * 6. Do you have grant writing experience? If yes, please list grants you have applied for and/or been awarded.

- * 7. Do you have experience administering grants?
 Yes No

- * 8. Have you managed consultant contracts, or worked for a consulting firm? Please describe your experience.

- * 9. Describe the challenges facing rural agencies and the opportunities to serve the public.

- * 10. Describe your ability to work with other agencies and give examples when you have done a good job representing your employer.

- * Required Question