



SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

1523 Pacific Ave., Santa Cruz, CA 95060-3911 • (831) 460-3200 FAX (831) 460-3215 EMAIL info@sccrtc.org

JOB ANNOUNCEMENT

FULL-TIME TRANSPORTATION PLANNING TECHNICIAN

(1 Position will be filled immediately and a list will be created for future openings)

FINAL FILING DEADLINE: By 5:00 p.m. Thursday, August 31, 2017

MONTHLY SALARY: \$4,347-\$5,497

Supplemental Questions Required

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and 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 deliver a variety of transportation options to serve the community's needs.

DEFINITION

Under the supervision of the Administrative Services Officer and the daily direction of Transportation Planners, the Transportation Planning Technician is responsible for assisting Transportation Planners in the implementation of the programs and projects of the Regional Transportation Commission. In addition, the Transportation Planning Technician will perform routine transportation planning and office duties.

ESSENTIAL JOB FUNCTIONS

The Transportation Planning Technician gathers, compiles, analyzes and inputs data in computer; prepares spreadsheets, charts and graphs to document, report and analyze transportation information; assists in the production and distribution of marketing and informational materials and displays; provides information on Regional Transportation Commission programs at informational fairs; assists in evaluation of programs; conducts transportation surveys; performs transportation fieldwork; serves as the lead for logistical set-up for meetings and workshops; researches various transportation matters such as noise impact and transportation legislation; assists in the preparation of quarterly and annual reports for grant reporting purposes; writes correspondence and text for reports and promotional materials; and posts monthly meeting packets and other information on the RTC website; serves as front office back-up

KNOWLEDGE AND ABILITIES

- Knowledge of principles, practices and trends of transportation planning

- Knowledge of office practices and procedures, including business phone etiquette, preparation of business correspondence, reports and filing
- Working knowledge of business English, spelling, grammar and punctuation
- Collect and tabulate data and perform mathematical calculations
- Input and access data on a computer
- Web posting
- Prepare spreadsheets, graphs, charts and reports
- Tactfully and courteously provide information to the public on transportation programs and sensitive transportation planning matters
- Represent the Regional Transportation Commission at transportation fairs and meetings of staff from other agencies
- Maintain record keeping and filing systems
- Prepare concise reports, minutes and correspondence
- Make effective public presentations
- Organize work and establish priorities
- Follow oral and written instructions
- For some positions, perform fieldwork with some lifting, and the ability to use common tools
- Ability to follow through the end of the project/assignment
- Assist in grant writing
- Assist with implementation of projects, programs and contracts including funding, financing, payments and accounting

TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the knowledge and abilities would be.

Two years of college coursework in planning, urban studies, environmental planning, engineering, architecture, design, marketing, computer science or other fields related to transportation planning functions, or;

Two years of clerical or technical support experience in an agency or business involved in transportation, land use, environmental or resource planning, or engineering or marketing.

SPECIAL REQUIREMENTS

A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director. Be able to lift up to 50 lbs.

WORK ENVIRONMENT

Position requires work at a computer/video display terminal and desk for extended periods of time. May require travel to various locations. May require work in evenings and weekends.

SALARY: \$4,347 - \$5,497 per month. We also offer an attractive employee benefits package

APPLICATION PROCEDURES

A completed job application, cover letter, responses to supplemental questions and resume must be received in the Human Resources Office **BY 5:00 P.M. ON THURSDAY, AUGUST 31, 2017 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.

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, finance 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 and responding to inquiries from members of the public.
3. Describe a project you completed which demonstrates your ability to conduct research, write reports and interpret information in relation to transportation, land use, environmental planning, resource planning, engineering, finance or marketing.