

**JOB ANNOUNCEMENT**  
**Transportation/Transit Intern**  
**Salary: \$16.00 - \$18.00 hourly**

**Description:**

The Amador County Transportation Commission (ACTC) is seeking qualified candidates for an approximately one year paid Transportation/Transit Intern position. Hours are flexible depending on schedule and preference. Intern needs to be currently enrolled in a college/university or graduated within the past year. This position is open until filled.

**Example of Duties:** Provide support to ACTC and Amador Transit staff on:

- Annual Unmet Transit Needs Process.
- Work with Amador Transit Operations Supervisor to improve connectivity of public transit services.
- Feasibility Studies and Analysis to determine operational structures, estimated ridership, and feasibility of expanding Dial-A-Ride, Saturday/Weekend Service, and Evening Service.
- Study of ridesharing alternatives in rural areas.
- Transit-related support for the Regional Transportation Plan.

**Minimum Qualifications:**

- Intern needs to be currently enrolled in a college/university or graduated within the past year.
- Ability to communicate clearly and concisely.
- Experience with outreach to the public.
- Strong Excel & Microsoft Word proficiency.
- Accuracy and strong attention to detail.
- Thorough research skills.
- Ability to write well.

**Desired Skills:**

- Strong interest in planning, transit, and alternative mode transportation.

**About ACTC**

The Amador County Transportation Commission (ACTC) is the State designated Regional Transportation Planning Agency (RTPA) and Local Transportation Commission (LTC) serving the Amador Region. The Amador Region includes Amador County and the County's five incorporated cities: Amador City, Lone, Jackson, Plymouth, and Sutter Creek.

The Amador County Transportation Commission is made up of three members appointed by the County Board of Supervisors and three members appointed by the City Selection Committee. ACTC employs a staff of five people and maintains supplemental consultant contracts for specialized or technical projects or programs. The ACTC operating budget and information about these projects and programs is contained in the annual Overall Work Program (OWP).

As the Region's LTC, the ACTC oversees use of Local Transportation Funds pursuant to the State's Transportation Development Act (TDA) for funding public transit and other purposes.

**Application Process**

Please apply by submitting an application, resume, and cover letter by email to Nancy Champlin at [info@actc-amador.org](mailto:info@actc-amador.org). Applicants who qualify under protection of the Americans with Disabilities Act (ADA) and require reasonable accommodation should notify ACTC at least five (5) working days prior to interview. Upon acceptance of an offer of employment, the applicant must submit the appropriate documentation of his/her legal right to work in the United States.

Amador County Transportation Commission  
117 Valley View Way  
Sutter Creek, CA 95685  
[www.actc-amador.org](http://www.actc-amador.org)  
(209) 267-2282