



JOB ANNOUNCEMENT

TRANSPORTATION PLANNER

Salary: \$61,318 - \$74,526

Open until filled.

JOB DESCRIPTION

About the ACTC

The Amador County Transportation Commission (ACTC) is established under the requirements of California Government Code section 29535. The ACTC roles and responsibilities are: (1) administration of the Transportation Development Act (TDA) and other funds allocated to the Commission, and (2) to serve as the Regional Transportation Planning Agency (RTPA) for Amador County and its incorporated cities.

Duties (including, but not limited to the following)

The Transportation Planner is an entry or mid-level position that can grow into the Senior-level with experience and successful job performance. The Planner works under direct supervision of the ACTC Executive Director; and, with increasing performance and responsibility, will work directly with the ACTC Board of Directors, city and County governments, other local agencies, the public, Caltrans, and the California Transportation Commission. The Planner will be given increasing responsibility to develop and implement the Regional Transportation Plan (RTP) as defined through annual Overall Work Program (OWP) work elements. The Planner will work closely with the Amador County transit provider (Amador Transit) conducting independent analysis of performance data and evaluating requests for new service and extensions of existing services.

- Under direction of the Executive Director, with assistance from consultants as needed, update and maintain the Regional Transportation Plan.
- Under direction of the Executive Director, with assistance from consultants as needed, assume increasing responsibility for implementation of annual Overall Work Program work elements, including pedestrian, bikeway safety, and transit planning.
- Gain increasing familiarity with planning, funding, and project delivery programs and requirements and become proficient in administering them on behalf of the ACTC.
- Issue Requests for Proposals (RFPs) and negotiate and oversee consulting contracts for development and delivery of transportation plans and programs.
- Provide staff support to the Social Services Transportation Advisory Committee; analyze transit operational and performance data; review requests for new service and provide recommendations.
- Accept increasing responsibility to maintain productive collaboration with local agencies, Caltrans, and the California Transportation Commission (CTC).
- As requested, provide assistance to the County and the incorporated cities as General Plan Circulation Elements and other transportation system improvement programs are developed.
- Update and run the regional traffic model.

MINIMUM QUALIFICATIONS

- Knowledge of theory, principles, and practices of land use and/or transportation planning
- Effective verbal and written communication skills
- Ability to organize and manage time effectively and to complete multiple tasks/projects often with tight schedules and many interruptions
- Ability to collect and analyze technical data and produce understandable summary reports
- Ability to operate word processing, spreadsheet, and accounting software
- Ability to write clear and concise correspondence, business letters and reports, utilizing modern office forms and formats
- Ability to effectively represent the agency with Board members, outside agency staff and the public
- Other related duties as assigned

Benefits

The ACTC provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental and vision, along with paid vacation and sick leave. Regular employees do not pay social security but are members of the California Public Employees Retirement system (CalPERS).

Requirements and Conditions

The employee must possess a valid California driver's license and have a satisfactory driving record. The employee will be subject to a performance evaluation after six months, one year, and annually thereafter. Employment at the ACTC is "at will" which means that the employment relationship can be terminated at any time, with or without prior notice, and for any reason not prohibited by statute. The person being considered for hire for this position may be subject to a background check (criminal and civil records).

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication, use of office equipment including computers, telephones, calculators, copiers, and fax machine; ability to lift, drag and push files and boxes weighing up to 25 pounds.

Application Process

Obtain an application from our website at www.actc-amador.org or contact us at (209) 267-2282 with any questions. A resume must be submitted in addition to, and not in lieu of, the application form. Please submit your completed application, resume, and cover letter by email to Nancy@actc-amador.org or by postal mail to:

Amador County Transportation Commission
Attn: Administrative Secretary
117 Valley View Way
Sutter Creek, CA 95685

Open Until Filled

This position will remain open until filled.

Amador County Transportation Commission is an Equal Opportunity Employer