



JOB ANNOUNCEMENT

**TRANSPORTATION PLANNER**

Salary: \$66,289-88,920

Application Deadline: 12:00 p.m., May 3, 2024

**Definition**

The position of the Transportation Planner/Program Manager is an entry or mid-level position that can grow into the Senior-level with experience and successful job performance. The position functions under the direct supervision of the ACTC Executive Director. It will include increasing levels of work directly with the ACTC Board of Directors, city and County governments, other local agencies, the public, Caltrans, and the California Transportation Commission. The position will become familiar with and gain increasing responsibility to develop and implement the ACTC's role as the State designated Regional Transportation Planning Agency (RTPA) for Amador County and the ACTC's role for administering the Transportation Development Act (TDA) in Amador County. The position will be given increasing responsibility for development and maintenance of the Regional Transportation Plan (RTP) as well as implementation of the RTP including Regional Transportation Improvement Programs (RTIPs), the Overall Work Program (OWP) work elements, and the implementation of specific work elements such as transportation plans and studies, the Local Project Delivery Assistance Program, and the Regional Traffic Mitigation Fee Program.

**Duties**

- Under supervision of the Executive Director, with assistance from consultants as needed, update and maintain the Regional Transportation Plan.
- Under supervision of the Executive Director, take increasing responsibility for implementation of annual Overall Work Program work elements.
- Accept increasing responsibility for assistance to the County and each of its cities with updates to their General Plan Circulation Elements and/or other transportation projects.
- Gain increasing familiarity with planning, funding, and project delivery programs and requirements and become proficient in administering them on behalf of the ACTC.
- Coordinate and oversee administration of grants and related reporting requirements;
- Accept responsibility to issue Requests for Proposals (RFPs) and negotiate and oversee consulting contracts for development and delivery of transportation plans and/or transportation projects.
- Accept increasing responsibility to implement various ACTC programs such as Traffic Impact Study Guidelines, the Regional Traffic Mitigation Fee (RTMF) Program, etc.
- Accept increasing responsibility to maintain productive rapport with local agencies, Caltrans, and the California Transportation Commission (CTC) as necessary to further the region's goals and objectives
- Accept increasing responsibility to review development proposals and participate in review and comment on Traffic Impact Studies and provide input pursuant to CEQA and County or city land use policies or programs.
- Maintain Commission policies and procedures manuals;
- Provide assistance to local agency staff to improve compliance with State and Federal transportation-related regulations.

### **Qualifications**

- Knowledge of theory, principles, and practices of land use and/or transportation planning and funding
- Effective verbal and written communication skills
- Demonstrated ability to organize and manage time effectively and to complete multiple tasks/projects often with tight schedules and many interruptions
- Demonstrated ability in public meeting facilitation (building consensus among diverse opinions)
- Demonstrates ability to collect and analyze technical data and produce summary reports that are understandable to the lay public
- Demonstrated interest in politics, legislation, and funding programs
- Demonstrated ability to use personal computers for writing, spreadsheet, and other applications (ACTC uses Microsoft Office)
- Demonstrated ability to establish and maintain cooperative relationships with co-workers, elected /appointed officials, and the public.

### **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](http://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 [John@actc-amador.org](mailto:John@actc-amador.org) cc [Terri@actc-amador.org](mailto:Terri@actc-amador.org) or by postal mail to:

Amador County Transportation Commission  
Attn: Fiscal Officer-Administrator  
117 Valley View Way  
Sutter Creek, CA 95685

Deadline to apply: May 3, 2024 at 12:00 p.m.

Amador County Transportation Commission is an Equal Opportunity Employer