



**JOB ANNOUNCEMENT**

**JOB TITLE: ASSOCIATE PLANNER**

**FINAL FILING DATE: 5:00 P.M. – MONDAY, JANUARY 6, 2014**

Oral Interviews tentatively scheduled for Wednesday, January 15, 2014

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Department:	Strategic Planning
FLSA Exempt:	No
<b>Salary Range:</b>	<b>Associate Planner - \$4,923 - \$5,984</b>
<b>Benefits:</b>	PERS Retirement dependent on employment status at time of hire Employer paid health insurance, dental, vision, and life insurance Holidays, Vacation and sick leave

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**SUMMARY OF RESPONSIBILITIES:**

The **Associate Planner** provides mid-level planning duties for the agency’s Strategic Planning Department. Under supervision, the position oversees and reviews a wide variety of planning project proposals, project plans, and specifications prepared by others, and acts as a liaison between the public (developers, engineers, architects, contractors, home owners, neighbors, and concerned citizens), Caltrans, Solano County and its member agencies. The Associate Planner is responsible for assisting the Director of Planning in the delivery of planning projects.

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Department:	Strategic Planning
Reports to:	Director for Planning

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides on-going staff duties for the programming of local, regional, and state planning.
- Acts as liaison and participates on a variety of committees within the agency; and represents the agency at the Metropolitan Transportation Commission (MTC), Caltrans and other regional, state, and local meetings.
- Prepares, updates, and administers a variety of planning documents, including the Comprehensive Transportation Plan, Congestion Management Programs, Bicycle and Pedestrian Plans, Transportation for Sustainable Communities Plan, and plans for other various corridor projects and planning project development.
- Tracks and reviews environmental analysis of projects submitted by member agencies.
- Prepares requests for Proposals and Requests for Qualifications for agency planning projects and studies.
- Prepares documents and presents staff reports for committees and the Board of Directors, and responds to requests for information.
- Identifies, prepares and administers transportation planning grants, funding sources, consultant contracts and agreements, and assists member agencies in identifying and pursuing transportation related grants.
- Participates in field assessments of project sites and construction projects, including conducting tours of project areas.
- Creates and manages various databases, including land use databases for traffic models and GIS, environmental and other planning projects.
- Must be proficient in the use of Microsoft Office software with the ability to learn the Geographic Information System (GIS) and Adobe programs.
- Provides functional leadership of assigned staff, tasks, or projects.
- Performs other duties as assigned by the Director for Planning.

**STA is an equal opportunity employer.**

**QUALIFICATION REQUIREMENTS:**

The Associate Planner position must have knowledge of the principles and practices of planning project management as they apply to transportation planning, environmental, design, right-of-way and construction of planning projects with regard to scope, cost, schedule and delivery. A combination of unique skills with the latest technology, training, and understanding of the myriad construction and transportation codes and regulations is desirable. The incumbent must be a motivated self-starter with excellent customer service and organizational skills, a flexible team player with a positive attitude, and the ability to outreach and develop cooperative relationships with the Agency and its clients.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that would likely provide the required knowledge and abilities as listed below is qualifying. A typical way to obtain the required knowledge, skills and abilities would be a minimum of two (2) years experience in an entry level planning or planning intern position, with experience in transportation projects desired. A Bachelor's Degree in Transportation Planning, Geography, Public/Business Administration or a closely related field is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

In addition to the experience and education described above, the position requires:

- Transportation and land use planning
- Environmental regulations processes
- Ability to analyze data and form reliable conclusions
- An excellent communicator (both oral and written)
- Self-motivated and problem-solver of complex issues
- Strong work ethic, goal-oriented
- Committed to providing excellent customer service
- Ability to work with and complement existing staff
- Flexible, unbiased and a person of high integrity
- Proficient in Microsoft Excel and Word
- Additional computer application skills desirable: Access, GIS, Corel and PowerPoint
- Ability to learn specialized software

**PHYSICAL DEMANDS:** While performing this job, the employee is regularly required to sit for extended periods of time; may require walking for short periods; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; reach at and above shoulder level; generally inside work with occasional outside work with exposure to weather, odors, dust and pollen; lifting and/or carrying of light to moderate equipment/supplies; hand and finger dexterity sufficient to operate computer keyboard for extended periods of time. This classification also emphasizes speech, hearing and vision; ability to see well enough to read handwritten and typed documents and view computer monitors for extended periods of time; ability to hear well enough to communicate on the telephone and in person over office noise; ability to speak well enough to be easily understood over the telephone and in public meetings; ability to comprehend at the level required for the job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to travel to and function at scheduled external meetings and events as well as work variable hours on occasion (evenings and weekends). Able to lift 20 pounds, drive a van and handle event equipment.

**DRIVING REQUIREMENTS:** Driving of personal and STA vehicles is necessary as many meetings and other job-related activities will be out of the STA offices. Use of a personal vehicle is reimbursed in accordance with IRS mileage regulations. Proof of insurance of personal vehicles is required and must be maintained during employment with STA. The hire for this position must have a valid California Class C driver's license and have a satisfactory driving record such that the employee is eligible for coverage by STA's insurers. All new hires will be subject to an initial DMV "pull notice" check and, following employment, annually thereafter.

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