



JOB ANNOUNCEMENT for the following position:

**JOB TITLE: ASSISTANT PLANNER SALARY RANGE \$4,170 - \$5,068
OR ASSOCIATE PLANNER SALARY RANGE \$5,122 - \$6,226
FINAL FILING DATE: 5:00 P.M. – WEDNESDAY, NOVEMBER 12, 2014**

Oral Interviews are tentatively scheduled for Thursday, November 20, 2014

The Assistant Planner/Associate Planner is a flexibly staffed position. The current opening is for one (1) Full-Time Planner that may be filled at the Assistant or the Associate level depending on qualifications and the Authority needs. A certification list will be developed for any future Planner openings and the list will be valid for up to one (1) year.

Benefits: PERS Retirement dependent on employment status at time of hire
Employer paid health insurance, dental, vision, and life insurance
Holidays, Vacation and sick leave

SUMMARY OF RESPONSIBILITIES:

ASSISTANT PLANNER

Under close supervision, the **Assistant Planner** provides entry level planning duties and assists the Director of Planning and other staff in the preparation and coordination of various short and long-term needs assessments and planning documents related to roads, transit, and active transportation. The position provides staff support to advisory groups, and assists in administration of grants and consultant contracts.

ASSOCIATE PLANNER

The **Associate Planner** differs from the Assistant Planner by providing mid-level planning duties for the agency's Planning Department. Under supervision of the Director of Planning, 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 may act as a lead to other staff and is responsible for assisting the Director of Planning in the delivery of planning projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

ASSISTANT PLANNER

- Assists in the preparation and coordination of various short and long term needs assessments and planning documents related to local, regional, and state planning;
- Monitors the schedule and progress of updates to the Comprehensive Transportation Plan, corridor studies and provides related staff support;
- Provides the on-going staff duties for the programming and administration of the Bay Area Air Quality Management District's (BAAQMD) Transportation fund for Clean Air Program and applications for the Yolo Solano Air Quality management District's (YSAQMD) Clean Air Program;
- Reviews funding opportunities and provides program summaries to the STA Board, as well as other planning committees and advisory boards;
- Reviews environmental analysis and development projects submitted by member agencies in the county to determine the effects on the countywide transportation system;

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- Researches, drafts, and assists with grant applications, Requests for Proposals/Qualifications and administration for various state and federal planning grants and consultants for agency planning projects and studies;
- Assists with periodic updates of the Congestion Management Program, corridor, transit, pedestrian and bicycle plans and studies;
- Participates and assists with public hearings and other special events; and provides staff support to the STA board, committees, and city, county and regional planning meetings;
- Assists in monitoring and implementing the STA's Active Transportation program;
- Compiles, develops and updates various transportation databases, reports and planning maps;
- Uses technical and graphics software, including Geographical Information Systems, traffic models and graphics programs;
- Performs other related duties as assigned.

ASSOCIATE PLANNER

- 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.

QUALIFICATION REQUIREMENTS:

ASSISTANT PLANNER

The Assistant Planner must be a motivated self-starter and 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.

ASSOCIATE PLANNER

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.

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EDUCATION and/or EXPERIENCE:

ASSISTANT/ASSOCIATE PLANNER

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 or Land Use 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, both *ASSISTANT/ASSOCIATE PLANNER* positions require:

- 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.

APPLICATION PROCESS:

A completed **Solano Transportation Authority (STA) Employment Application** must be submitted to Human Resources at One Harbor Center, Suite 130, Suisun City, CA 94585. **Applications must be received not later than 5:00 pm on Wednesday, November 12, 2014.** Additional information regarding the application and job description can be found online at www.sta.ca.gov. Application packets may also be requested in-person at the above address. Resumes **will not** be accepted in lieu of a completed application packet. Applications can be

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submitted in one of several ways: 1) faxed to the HR Department at (707) 399-3229 or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Emailed to humanresources@sta-snci.com (this option is available through the 'submit' button at the bottom of the online application).

SELECTION PROCESS AND TENTATIVE SCHEDULE:

All applications will be reviewed for minimum qualifications and only the best qualified will be invited to continue in the examination process. The current position may be filled at the Assistant Planner or the Associate Planner level depending on the applicant qualifications, and an eligibility list will be created for future openings. The examination process may consist of a written exam (pass/fail), a practical exam and/or an oral interview. *Practical Exam and Oral Board is tentatively scheduled on Thursday, November 20th, 2014. Department Interviews are scheduled for the week of November 24th, 2014.*

Other Important Information:

It is important that your application show all the relevant education and experience you possess. **Resumes submitted in lieu of an application will not be accepted. Applications may be rejected if incomplete or not signed.**

If you believe you may need accommodations during the testing process, please contact Human Resources at (707) 424-6075. Requests for accommodations must be received no later than five (5) calendar days after the final filing date for the recruitment.

If the recruitment requires documents to be submitted with your application (certifications, DMV printout, etc), these can be submitted in one of several ways: 1) faxed to the HR Department at (707) , or 2) delivered/mailed to the Solano Transportation Authority Attn: Human Resources, One Harbor Center, Suite 130, Suisun City, CA 94585 or 3) Email to humanresources@sta-snci.com.