



Trinity County Employment Opportunity

DEPARTMENT OF TRANSPORTATION

ASSISTANT TRANSPORTATION PLANNER

\$3,365.96 - \$4,091.34 / Month

Or

ASSOCIATE TRANSPORTATION PLANNER

\$3,718.09 - \$4,519.38 / Month

Effective July 1, 2020 –

New Salary range will be:

ASSISTANT TRANSPORTATION PLANNER

\$3,502.68 - \$4,257.53 / Month

Or

ASSOCIATE TRANSPORTATION PLANNER

\$3,869.13 - \$4,702.96 / Month

This is a full-time, benefitted position

Applications will be accepted until 4:00 PM., July 9, 2020.

ASSISTANT TRANSPORTATION PLANNER

Definition:

Under general direction, to perform the more complex professional transportation planning assignments in the County Department of Transportation. To develop planning studies, participate in environmental reviews, and community design. To assist with planning policy formulation and implementation. To explain transportation planning regulations and policies to the public. To provide lead direction and work coordination for other staff, and to do related work as required.

Qualifications:

Knowledge of:

General theory, principles, and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation planning agencies, boards, and governing bodies. Laws, rules,

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NOTE: All candidates meeting the minimum qualifications established for this position may not be invited to an oral interview. In the event a large number of candidates qualify, those individuals with experience which most closely meets the needs of the County will be invited for an interview.

WAIVER: The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. Trinity County assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice. Wages, hours and other terms and conditions of employment are subject to the Memorandum of Understanding currently in effect for the appropriate unit of representation.

PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Knowledge of (Continued):

regulations, and policies affecting transportation planning. Research methods and basic statistical analysis. A basic understanding of environmental impacts affecting transportation issues. Graphic illustration and presentation. Computers and software used in professional planning work. Technique for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn new methods, procedures, policies of the department, and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities. Use English effectively to communicate in person, over the telephone, and in writing. Read and interpret various complex materials pertaining to the responsibilities of the job. Identify or assess a party's need and direct to appropriate resource, department agency. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile, and analyze technical, statistical, and other information related to public planning. Read and interpret maps. Make effective oral and written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Make sound, educated decisions. Establish and maintain effective working relationships with those contacted on the job. Prepare a variety of charts and graphic illustrations.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing professional transportation planning or work with similar responsibilities, or

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication, use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

ASSOCIATE TRANSPORTATION PLANNER

Definition:

Under general direction, to perform the more complex professional transportation planning assignments in the County Department of Transportation. To develop planning studies, participate in environmental reviews, and community design. To assist with planning policy formulation and implementation. To explain transportation planning regulations and policies to the public. To provide lead direction and work coordination for other staff, and to do related work as required.

Qualifications:

Knowledge of:

General theory, principles, and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation planning agencies, boards, and governing bodies. Laws, rules, regulations, and policies affecting transportation planning. Research methods and basic statistical analysis. A basic understanding of environmental impacts affecting transportation issues. Graphic illustration and presentation. Computers and software used in professional planning work. Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn new methods, procedures, policies of the department, and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities. Use English effectively to communicate in person, over the telephone and in writing. Read and interpret various complex materials pertaining to the responsibilities of the job. Identify or assess a party's need and direct to appropriate

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Ability to (Continued):

resource, department or agency. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile, and analyze technical, statistical, and other information related to public planning. Read and interpret maps. Make effective oral and written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Make sound, educated decisions. Establish and maintain effective working relationships with those contacted on the job.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing professional planning work comparable to that of an Assistant Transportation Planner with Trinity County.

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of, or ability to obtain, a current and valid California Driver's License.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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