

***The Imperial County Transportation Commission (ICTC) seeks interested and qualified persons for an exciting position!***

**POSITION: Transportation Planner – Regional Transportation Planning Program**

**JOB SUMMARY:**

Under the direction of the Executive Director and Senior Transportation Planner, the Transportation Planner will assist in developing and implementing ICTC's Regional Transportation Planning Programs, including the multi-million dollar Federal Transportation Improvement Program (FTIP), the Long-Range Transportation Plan, and other planning activities as directed.

*ICTC is the Regional Transportation Planning and Transit Agency for Imperial County. ICTC was established as a County Transportation Commission in 2009 under California Senate Bill 607 (Ducheny). The ICTC or Commission includes one voting Board member from the City Councils of Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, and Westmorland; two members of the Imperial County Board of Supervisors; one member of the Imperial Irrigation District's Board of Directors; and, one non-voting member appointed by the Governor representing the California Department of Transportation (Caltrans). For more information about ICTC please visit the Agency website at [www.imperialctc.org](http://www.imperialctc.org). ICTC is an equal opportunity employer.*

**EXAMPLES OF DUTIES / FUNCTIONS:**

Under general direction of the Executive Director and Senior Transportation Planner, the job functions for the Transportation Planner will include, but are not limited to, the following:

- Assist with the preparation of data base updates of project lists to ensure correct project descriptions, costs and timeliness of submittals for Imperial County's FTIP or State Transportation Improvement Program (STIP).
- Provide staff support for preparation and conducting public meetings or technical work groups.
- Perform research, analysis and prepare summaries for management and/or public dissemination.
- Assist with coordination and follow-up through phone calls/emails with member agencies and other stakeholders related to ICTC Regional Transportation Plans and Programs.
- Assist in the review/analysis of transportation improvement projects or planning documents prepared by ICTC, member agencies, or other local, state and federal agencies.
- Assist in the review of project invoices/documentation submitted by member agencies for transportation projects.
- Assist in the preparation of state or federal funding grants for transportation planning, design and construction projects.
- Assist with the selection and oversight of consultant contracts, reimbursement agreements, on-call planning or engineering task orders and contracts.
- Prepare PowerPoint presentations for various meetings.
- Assist in the review/analysis of proposed developments to determine land use impact to transportation network.
- Other duties as assigned by the Senior Transportation Planner and/or Executive Director.

*The above functions have been provided as examples of the types of work performed by employees assigned to this job classification. ICTC Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

## **MINIMUM QUALIFICATIONS / EXPERIENCE:**

- A Bachelor's degree or a Master's Degree.
- Preference will be given to applicants with a degree in Urban Planning, Public Administration, Environmental Studies, Civil Engineering, Public Policy, or related field.
- Preference will be given to applicants with experience in urban planning, project management, contract administration, transportation civil engineering or public administration (Administrative Analyst).
- Strong writing and communication skills are essential in English. Bilingual skills in Spanish and English are desirable but not required.
- Proficient knowledge of MS Office Suite: Word, Excel, PowerPoint, and Outlook.
- Possession of valid California Driver's License and proof of automobile liability insurance.

### ***Knowledge of:***

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Statistical research and reporting methods; techniques and procedures; and report writing techniques.
- Techniques for effectively representing ICTC in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, member agencies, and ICTC staff.

### ***Ability to:***

- Work independently utilizing critical thinking skills and attention to details.
- Work well under pressure.
- Establish and maintain effective working relationships with ICTC staff and staff from numerous local, state and federal agencies, and the general public.
- Assist management and staff in the preparation of presentations to elected officials, city/county staff and general public.
- Cooperatively assist management and staff to develop and implement goals, objectives, policies, procedures, work standards, and internal controls for ICTC in assigned program areas.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written and visual materials.

## **PHYSICAL DEMANDS/ENVIRONMENTAL ELEMENTS:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer / laptop; to operate a motor vehicle, and travel to various meeting sites in Imperial County, California, and beyond to conduct ICTC business, training and conferences. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The employee interfaces with ICTC staff, management; other local, state or federal agency staff or elected representatives; business representatives, and the general public.

## **COMPENSATION:**

**Salary:** \$39,758.78 - \$53,280.57 annually.

**Hours:** 40 hours per week.

**Benefits:** Benefits include medical, dental, Imperial County Employee Retirement System (ICERS), 25 days of PTO annually, and a deferred compensation plan (employee paid).

## **APPLICATION:**

<http://www.imperialctc.org/employment-opportunities/>

A completed application, along with a detailed resume must be submitted / postmarked by the filing deadline to:

Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243  
Attn: Cristi Lerma

Applications can be emailed to Cristi Lerma at [cristilerma@imperialctc.org](mailto:cristilerma@imperialctc.org)

### **Application Supplement**

To help us further evaluate the skills and experience of individuals interested in this position, applicants are asked to respond to the Supplemental Question below. The response can be up to 500 words and should be submitted with the Employment Application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

### **Supplemental Question:**

*This position requires strong written communication and analysis skills. Please describe your interest in the Transportation Planner position and describe any of your skills, abilities and experience that may be related to the Duties/Functions and Minimum Qualifications described in the job announcement.*

## **FILING DEADLINE:**

Application materials must be submitted / postmarked **5:00 pm., Thursday, August 31, 2018**. Electronic submittals are acceptable as long as they are provided by the stated deadline (ICTC staff may subsequently request original documents).

### **Candidate Selection and Notification**

Following the first review date for applications, ICTC management will begin reviewing and evaluating applications within a few days of the first review date. Based on this evaluation, the best qualified candidates will be invited to continue in the selection process. All candidates will receive written notification as to the final outcome of their application.