



YOLO COUNTY TRANSPORTATION DISTRICT

ASSISTANT TRANSPORTATION PLANNER

\$68,357-\$85,023 | October 12, 2022

OVERVIEW

The Assistant Transportation Planner is the entry-level position under the planner classification. Under direction of the Deputy Director of Transit Operations and Planning, or his/her designee, this position will perform a variety of transportation planning activities, development review, grantsmanship, prepare and present reports and studies, and perform other related duties as assigned. This classification involves a broad range of assignments requiring independent thinking and good transportation planning, statistical, computer, writing, and oral communication skills.

TYPICAL TASKS

- Assist with designing, analyzing and implementing changes to transit service.
- Assist with preparing, distributing, and analyzing passenger, community, and stakeholder surveys.
- Monitor, review and respond to local transportation policies, plans and projects for cities in Yolo County such as development proposals, trip reduction ordinances, specific plans and general plans.
- Meet with community development departments, developers, air district representatives and other groups relative to projects that affect the transportation network.
- Gather, analyze and summarize statistical data and/or spatial data using Excel, ArcGIS and other tools.
- Assist with preparing and submitting data reports to the National Transit Database (NTD).
- Assist with preparing multimodal transportation plans and projects such as active transportation plans, highway management plans, and TDM incentive programs.
- Develop and update customer information (brochures, website) for transit and other transportation services.
- Research state and federal grant opportunities and prepare grant applications.
- Inventory transit assets such as bus stops signs, shelters and bike racks and stop locations. Assist with updating signage and flag maintenance issues as needed.
- Prepare and present information to stakeholders, community groups, local agencies, and YCTD Committees and Board of Directors.
- Perform other duties as assigned.

QUALIFICATIONS

Experience: Experience in public transit service planning, operations, transportation planning, land use planning, environmental planning, transportation engineering, or closely related field is strongly preferred.

Education: Minimum four-year degree in transportation engineering or planning, land use planning, environmental planning, public administration, or closely related field, from an accredited college or university.

Skills and Attributes:

- Knowledge of public transit, modern transportation planning methods and environmental regulation, particularly in California.
- Ability to collect, analyze, and compile statistical and technical information pertaining to transportation planning; and prepare reports.
- Ability to communicate effectively, both orally and in writing.
- Ability establish and maintain a cooperative working relationship with others; think independently and complete tasks on time.
- Knowledge of Windows-based computer programs including Word, Excel, Outlook.
- Knowledge of ArcGIS is desirable, though not required.
- Proficiency in Spanish, both written and verbal, is desirable, though not required.

ADDITIONAL INFORMATION

Equal Opportunity: YCTD is an Equal Opportunity Employer that values a diverse and inclusive workforce. Women, people of color and LGBTQ+ individuals are encouraged to apply.

Physical Requirements: This class will require light physical effort which may include frequent lifting of up to ten pounds and occasional lifting of up to twenty-five pounds. Some bending, stooping, and/or squatting may be required. Some walking may be involved. |

In Person Requirement: This position is in-person at the YCTD office located in Woodland, CA. At the discretion of the Executive Director, remote work may be allowed up to two days a week.

Drivers License: A valid California Driver's license is required.

Employee Benefits: Our employees participate in the California Public Employees Retirement System (CalPERS). The District pays up to 90% for the health insurance premium of the lowest cost HMO Plan thru CalPERS. Other benefits include:

- Dental and vision insurance
- Optional CalPERS 457 retirement savings program
- 12 holidays per year and 3.5 floating holidays

- 80 hours of vacation per year, increasing with additional years of service
- Bilingual pay for those whose regular duties involves oral or written translation.

ABOUT US

Yolo County Transportation District was created in 1982 and has been providing safe, reliable and convenient transportation to our communities ever since. We operate Yolobus, which provides fixed route bus service that serves Woodland, West Sacramento, Davis, Capay Valley, the Sacramento International Airport and downtown Sacramento. We also serve as the multimodal transportation planning agency for Yolo County, overseeing projects and planning efforts to enhance travel for all modes, including active transportation corridors across Yolo County and improving the commute on Interstate 80. The District has 13 full time employees, who are passionate about our mission to help transit riders and the public get around Yolo County and the Sacramento region more easily. District staff work closely with ~100 contract staff: bus operators, mechanics, dispatchers, road supervisors and managers., who are located in the office next door and operate all public transit services. The District is governed by a Board of Directors that is made up of 7 individuals representing the different local jurisdictions in Yolo County.

TO APPLY

Please email a cover letter and resume to jobs@yctd.org. Position is open until filled. First review of applications will begin October 31.