



**The Stanislaus Council of Governments Invites Applications for the Position
of**

ASSISTANT PLANNER - TRANSIT / ASSOCIATE PLANNER - TRANSIT

Annual Salary Range: Assistant Planner - Transit: \$53,700 - \$72,000

Associate Planner - Transit: \$63,000 - \$82,600

Final Filing Date: 5:00 p.m., June 8, 2018

THE POSITION:

The Stanislaus Council of Governments (StanCOG) is seeking qualified candidates for Transit Planner positions at either the **Assistant Planner - Transit OR Associate Planner - Transit** level to perform professional level work in the field of regional and urban transportation planning and related work as required.

This is an exciting opportunity to be involved in the implementation of the brand new **Measure L Transportation Ordinance and Expenditure Plan** for the Stanislaus region. This measure raised the sales tax in Stanislaus County on April 1, 2017, by one-half cent for 25 years to improve local streets and roads, improve connectivity and reduce congestion. In this position, you will have an active role to ensure that road, transit, bike and pedestrian improvement projects and programs approved by the voters are funded and delivered.

This position performs professional planning duties related to the development of transportation plans, programs and projects focused on transit services in the Stanislaus Region; represents StanCOG at a variety of policy and planning development and/or public outreach meetings; coordinates comparative studies and planning projects within established timelines and budget parameters; administers contracts; performs special projects as assigned and related work as required.

The Assistant Planner - Transit is an entry-level classification within the Professional Planner series and is distinguished from the Associate Planner - Transit by the level of skills, knowledge, education and experience. Initially under close supervision, incumbents perform routine planning and programming duties while learning StanCOG policies and procedures and becoming familiar with various systems and practices. As experience is gained, assignments become more varied and complex and work is performed with greater independence. Positions at this level usually perform most of the duties required of an Associate Planner - Transit, but are not expected to function at the same skill level and typically exercise less independent decision making and judgment in the performance of assigned duties.

The decision to offer the position at an Assistant Planner - Transit or Associate Planner - Transit level will be made at the end of the recruitment process based on these considerations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Include, but are not limited to the following:*

- Researches, compiles, analyzes and presents statistical and technical data in written, graphic and/or oral reports for use by management and staff, partner agencies, committees for a range of regional, transportation and environmental planning matters.
- Represents StanCOG programs, services, projects, and policies to community groups, representatives from public agencies, private sector and the general public; and serves as liaison with partner agencies, transit operators and other organizations.
- Develops and maintains a variety of complex files, records, spreadsheets and databases pertinent to assigned planning and/or project activities.
- Conducts grant research, writes grant proposals and assists partner agencies with the preparation, review and administration of grant and funding applications for transportation related projects.
- Plans, coordinates and facilitates a variety of policy and planning committee and public participation meetings to present information, to promote programs and services, to encourage discussion and/or gain consensus.

MINIMUM QUALIFICATIONS: *Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education and Experience:

Assistant Planner - Transit

- A Bachelor's Degree or equivalent from an accredited college or university with a major in regional, urban or transportation planning, community development, public policy or a closely related field.
- Sub-professional or professional planning experience may be substituted for the required education on a year-for-year basis to a maximum of two (2) years.

Note: Experience with a Geographic Information System (GIS) including conversion of mapping data and databases and development and documentation of related procedures is desirable.

Associate Planner - Transit

- A Bachelor's Degree from an accredited college or university with a major in regional, urban or transportation planning, community development, public policy or a related field; and two years of professional regional, urban transportation or planning experience; **OR**
- A Master's Degree from an accredited college or university in majors listed above and one year of progressively responsible professional regional, urban, transportation or transit planning and project management experience.

Knowledge of:

Principles, practices and funding sources for transportation, planning, and related project development and implementation; Transportation Development Act (TDA); principles of effective project management, including team and budget development; effective public speaking and presentation techniques; modern office procedures, standard computer software systems and equipment.

Ability to:

Perform complex professional planning work with significant initiative and minimum supervision; effectively organize, prioritize and coordinate multiple projects and tasks with successful completion under critical timelines; analyze and compile technical and statistical information and prepare reports; communicate effectively, both verbally and in writing; establish and maintain effective working relationships; effectively conduct meetings and make presentations to a variety of groups to facilitate consensus and/or promote programs, projects.

APPLICATION AND REVIEW PROCEDURE:

To be considered for this exciting opportunity, candidates should apply through CalOpps.org. Candidates can access the application at <https://www.calopps.org/regional-government-services/job-18260191> or go to the Member Agencies tab, select Regional Government Services, then Assistant Planner / Associate Planner for Stanislaus Council of Governments (StanCOG). Complete the online application, the required supplemental questionnaire, and submit a cover letter and resume. All materials must be included to be considered as a candidate.

Review of application materials will take place on or before June 15, 2018; and the most qualified applicants will be invited to an interview based on the application materials submitted. Applicants must clearly demonstrate through the application materials that they meet the qualifications listed above. For additional information please visit www.stancog.org or call (209) 525-4600.

NOTE: Neither Regional Government Services nor StanCOG are responsible for failure of Internet forms or email in follow up communications.

BENEFITS OVERVIEW:

Insurance Coverage: Medical, dental, vision and life insurances are offered.

Retirement: Employees become members of the Stanislaus County Employees Retirement System (StanCERA). A deferred compensation plan is also available. StanCOG participates in Social Security.

Holidays: A total of 13 paid holidays - 11 designated and 2 floating- are provided annually.

Vacation: Ten (10) to twenty-five (25) days per year, depending on tenure.

Sick Leave: Employees accrue sick leave at the rate of approximately one (1) day per month.

Work Commute Incentives: Employees are eligible to receive work commute incentives for utilizing public transit, vanpool, carpool, walking or bicycling.

Flexible Time: A modified nine-day / 80-hour work schedule is offered.

ABOUT THE AGENCY:

The Stanislaus Council of Governments is an association of city and county governments created to address regional transportation issues. It is a federally designated Metropolitan Planning Organization (MPO), a state designated Regional Transportation Planning Agency (RTPA), and the Local Transportation Authority (LTA) for the Stanislaus region.



THE STANISLAUS COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER