



JOB ANNOUNCEMENT

STA is currently accepting applications for the following position and depending on qualifications, the position may be filled at either level:

The successful candidate should be a motivated self-starter with excellent organizational and communication skills who enjoys a fast-paced and challenging environment in the strategic planning and transportation field. The current projects include the development of an Active Transportation Plan that consolidates and updates the countywide bicycle and pedestrian projects, implementation of the Priority Development and Priority Conservation Area plans, maintaining a travel demand model including an Electric Vehicle Readiness Plan, GIS data collection/analysis, updating the Solano Congestion Management Program, and a Water Transit Study. Join our exciting team today!

ASSISSTANT PLANNER

Current Salary Range: \$ 5,278 - \$6,415

PLANNING ASSISTANT

Current Salary Range: \$4,692 - \$5,702

Benefits include PERS Retirement, Health, Dental, Vision, Vacation and Sick Leave

Final Filing Date: 5:00 p.m. – Friday, August 7, 2020 **

****IMPORTANT NOTE: WHEN A SUFFICIENT NUMBER OF QUALIFIED APPLICATIONS HAVE BEEN RECEIVED, THIS ANNOUNCEMENT MAY BE CLOSED AT ANY TIME AT THE DISCRETION OF THE AUTHORITY.**

Tentative Oral Interviews: Friday, August 14th, 2020

Job Description for ASSISTANT PLANNER

SUMMARY OF RESPONSIBILITIES:

The **Assistant Planner** provides journey level planning duties for the STA's Strategic Planning Department. Under supervision of the Senior Planner and the Director for Planning, this position prepares a wide variety of transportation plans and programs focused on improving, monitoring all modes of transportation for Solano County and its member agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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.
- Assists in the preparation 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.
- May be assigned to track and review environmental analysis of projects submitted by member agencies.

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- Assists in the preparation 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.
- Assists in identifying, preparing and administering 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:

The Assistant 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.

EDUCATION and/or EXPERIENCE:

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 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, the position requires:

- 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, takes initiative 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 preferred: Access, GIS, Corel and PowerPoint
- Ability to learn specialized software

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Job Description for PLANNING ASSISTANT

SUMMARY OF RESPONSIBILITIES:

The **Planning Assistant** assists the Director for Planning, the Senior Planner and other staff in preparing and coordinating various short and long term needs assessments and planning documents related to roads, transit, and alternative modes for the Solano Comprehensive Transportation Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Director for Planning and senior staff in preparing and coordinating various short and long term needs assessments and planning documents related to components of the Solano Comprehensive Transportation Plan.
- Participates on various corridor studies and project development activities.
- Assists other departments in preparing documents for programs such as, the Safe Routes to Schools, the Older Adults and People with Disabilities, and Corridor Studies.
- Assists the senior staff in the programming and administration of the funding programs that may include, but are not limited to, Bay Area Air Quality Management District's (BAAQMD) Transportation Fund for Clean Air Program, the Yolo-Solano Air Quality Management District's (YSAQMD) Clean Air Program and Transportation Development Act Article 3 Bicycle and Pedestrian funding.
- Reviews funding opportunities and provides program summaries to various groups including the STA Board, TAC and Solano Express Intercity Transit Consortium.
- Reviews various environmental studies and development projects proposed in the county to determine the effects on the countywide transportation system.
- Attends and coordinates and/or provides staff support to events, public hearings, committees including STA board, city, county and regional planning meetings.
- Compiles, develops and updates various transportation data, reports and planning maps.
- Provides staff assistance to implement agency's planning effort and marketing program.
- Assists in the development of a standardized geographical information system as needed.
- Assists in the research and preparation of grant applications for various state and federal planning grants.

QUALIFICATION REQUIREMENTS:

Given the issues and priorities facing the Strategic Planning Program, the incumbent must be a motivated self-starter and with excellent planning skills, a positive attitude, outreaching to and developing cooperative relationships with other agencies.

EDUCATION and/or EXPERIENCE:

This position requires a four-year college degree in transportation planning, geography, public administration, business administration, management, marketing, and or a related field. A minimum two years of relevant experience in an entry level planning or planning intern position and/or any combination of education and experience that would provide the required knowledge and abilities is qualifying.

KNOWLEDGE AND SKILLS:

In addition to the experience and education described above, the position requires:

- Transportation and land use planning.
- Environmental regulations processes.
- Proven ability to work diplomatically with a wide range of individuals.
- Proven ability to handle and prioritize multiple and varying tasks.
- An excellent communicator (both oral and written).
- Self-motivated and problem-solver of complex issues.

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- Strong work ethic, goal-oriented.
- Committed to providing excellent customer service.
- Ability to work cooperatively as a team member and complement existing staff.
- Flexible, unbiased and a person of high integrity.
- Exhibits ability to analyze data and form reliable conclusions.
- Familiarity with methods of gathering public input.
- Ability to work independently with minimum supervision.
- Proficiency in Microsoft Office and current GIS and graphics software.
- Ability to learn specialized software.
- Perform other duties as assigned.

APPLIES TO BOTH CLASSIFICATIONS

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 as directed below.

Applications must be received not later than 5:00 pm on Thursday, August 7, 2020, however when a sufficient number of applications are received, this announcement may be closed at any time at the discretion of the Authority.

STA will also establish a certified eligibility list for future openings for this position.

Additional information regarding the application, job description and submittal processes can be found at <https://sta.ca.gov/work-with-sta/employment-opportunities/> Employment applications may also be requested in-person by contacting the STA at (707) 424-6075.

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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 examination process may consist of an assessment panel and/or an oral interview. **Tentatively, the Oral Board is scheduled for Friday, August 14th, 2020. In accordance with current CoVid guidelines, interviews will be done virtually by Zoom, Skype or Facetime. If you are unable to interview under this criteria, please contact STA at 707-424-6075 for special consideration for alternatives.**

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 before the oral board date on the recruitment.