

Assistant Transportation Planner Needed

An Oakland-based professional consulting firm seeks a full-time, skilled assistant transportation planner to support transportation planning research, data collection, data analysis, report writing and meetings. This fast-paced, full-time assistant transportation planner position is conveniently located in the City Center in downtown Oakland, California.

If you are interested in shaping the future of transportation, want to learn more and are curious about transportation planning, have the ability to manage your time well and want to work with and support a wide variety of people, this job is for you. The pay is competitive.

Minimum qualifications:

- Education equivalent to graduation from an accredited four-year college or university with major coursework in transportation, urban, or regional planning, transportation engineering, public policy, or a related field. A master's degree is desirable and may be substituted for two years of experience.
- A minimum of three years of increasingly responsible technical experience in transportation/urban planning and policies or a related field.

The ideal candidate is motivated and will perform a variety of duties:

- Collect, analyze, interpret and present technical transportation, land use, demographic, policy and other transportation planning and engineering data and policies.
- Assist with day-to-day transportation planning activities including performing research, writing reports, preparing schedules, documenting meetings and following up on action items.
- Support a congestion management agency in its role to ensure Congestion Management Program compliance with statutory requirements for level of service monitoring, multimodal performance measures, travel demand management, land use development review and its Capital Improvement Program.
- Assist in the Countywide Transportation Plan update, development of goods movement, multimodal arterial, transit and other performance-based planning studies and other long-range transportation planning documents, including transportation and land use planning studies and reports related to implementation of the Regional Transportation Plan, Plan Bay Area.
- Act as a liaison with a variety of private, public, and community organizations and regulatory agencies.
- Perform administrative duties including document development, formatting and filing; email correspondence; research and reporting; and meeting support.

Desired skills and knowledge:

- Excellent communication skills including ability to convey complex concepts to non-technical audiences.
- High-level computer skills, Internet savvy and advanced skills with the full Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.
- Experience making maps and conducting basic analysis in ArcGIS software.
- Basic understanding of the California Environmental Quality Act and California land use planning law.
- Basic understanding of travel demand models.
- Familiarity with transportation planning and related data sources as well as fundamental statistical concepts.
- Good grammar usage and the ability to write, edit and proofread documents.
- Meeting and event support experience, including developing and updating schedules; preparing agendas, meeting notes, and documents; and supporting facility logistics.
- The ability to follow directions, work in a team environment as well as independently, prioritize projects and meet tight deadlines.

You must use the link below to apply and submit a cover letter describing/detailing why you are the ideal candidate for this position, and your resume, and your salary history/requirements. Submit your documents in Microsoft Word format ONLY. We will not consider pdf documents or incomplete submittals.

[APPLY](#)