

Transportation Planner

A San Francisco Bay Area-based professional consulting firm seeks a full-time or part-time, skilled transportation planner to support transportation planning research, data collection, data analysis, report writing and meetings. The selected individual will need to be self motivated and take responsibility for project tasks. This fast-paced transportation planner position is conveniently located on Broadway in the City Center in downtown Oakland, CA.

If you are interested in shaping the future of transportation and mobility, want to learn more about transportation planning, have the ability to manage your time well, good attention to details, 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 5-10 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:

- Act as a liaison with a variety of private, public, and community organizations and regulatory agencies.
- 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 transit, goods movement, multimodal arterial, 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.
- Organize and supervise data collection activities in the office and the field.
- Support senior staff in the preparing interim and final reports.
- Assist with community outreach activities and presentations.
- Perform administrative duties including document development, formatting and filing; email correspondence; research and reporting; and meeting support.
- Support business development process and proposal delivery.

Desired experience, skills and knowledge:

- Good grammar usage and the ability to write, edit and proofread documents.
- Experience with metropolitan planning organizations, state policies, and federal regulations desired.
- Experience working with government agencies and other stakeholders in the planning process.
- Excellent communication skills including the 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.
- 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.
- Experience or earlier research experience with electric vehicles and other forms of mobility.
- Experience working with rural or Native American communities will be beneficial.

You must use the APPLY link below to apply for this position. The link will direct you to the Careers Portal on our website. Please submit your cover letter describing why you are the ideal candidate for the position and your resume. Please submit your documents in Microsoft Word format.

[APPLY](#)