



JOB ANNOUNCEMENT
Transportation Planner
(Entry Level through Associate)
\$4,530-8,337 per month

FILING DEADLINE: 12:00 pm, Thursday, May 12, 2022

THE AGENCY

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, state and federal transportation grants and administering various transportation projects and programs. Learn more about TAMC's work ranging from Safe Route to School programming to bringing additional rail service to Monterey County at <https://www.tamcmonterey.org/>. TAMC is a high-energy, service-oriented agency with a small staff and a 17-member Board of Directors. Employees are encouraged to participate in training programs and develop new skills.

THE POSITION

This is a full- time position with good medical and retirement benefits. The Transportation Planner opening will be filled at the appropriate level (assistant planner, planner, associate planner) in the job classification system, based on qualifications. TAMC is currently offering a hybrid telework/in office work arrangement, but employees must reside in the Monterey Bay area.

THE IDEAL CANDIDATE

- ◆ An initiative-taker who will follow through in timely manner on detailed assignments
- ◆ An enthusiastic, positive person who has a pleasant customer service attitude
- ◆ A good communicator with effective writing and oral presentation skills
- ◆ A team player that can maintain effective interpersonal relationships with staff and the public

SIGNIFICANT DUTIES

- ◆ Manage or assist other staff in the implementation of programs and projects potentially including the Agency's legislative program and efforts to bring additional rail service to Monterey County
- ◆ Research policies, analyze data and write staff reports, plans, informational flyers and grant applications
- ◆ Make presentations to colleagues, decision-making bodies and the public
- ◆ Prepare Requests for Proposals, coordinate selection of consultant contracts for various studies and documents, and draft and manage consultant contracts according to state and federal requirements

QUALIFICATIONS

- ◆ Knowledge of transportation planning theory, principles, and methods (data collection, statistical analysis, report writing); current trends in transportation planning; federal and state laws and regulations involving transportation programs
- ◆ Ability to: plan, implement, and manage transportation programs and projects; communicate effectively orally and in writing, including preparing reports, studies, and plans utilizing technical and statistical information; use computer systems and software applications for data analysis, report writing, and oral presentations
- ◆ Experience with advanced computer applications, such graphic design software is a plus
- ◆ Ability to communicate in Spanish with members of the public is not required but desirable

REQUIRED APPLICATION MATERIALS

To apply for the above position, please submit by the filing deadline a complete application package that includes each of these four items:

- ◆ A cover letter
- ◆ a standard Transportation Agency for Monterey County (TAMC) Application form
- ◆ a complete response to the Supplemental Questions
- ◆ a resume

Application packages must include all four documents in a single e-mail submittal. The application form may be obtained from our website: www.tamcmonterey.org. To be eligible for consideration, complete application packages must be received by 12 noon, Thursday, May 13, 2022 at:

Transportation Agency for Monterey County (TAMC)
Rita Goel, Director of Finance & Administration
rita@tamcmonterey.org

SELECTION PROCEDURES

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An oral and/or written exam may further assess the applicant's level of required skills and knowledge. **If you have questions, call (831) 775-0903.**

NOTE: All new hires are required to be fully vaccinated for Covid prior to starting work at the Agency unless a medical or religious exemption is granted.