



## **JOB ANNOUNCEMENT**

### **ASSOCIATE PLANNER**

**Annual Salary Range: \$59,000-\$71,770**

**Open Until Filled**

#### **THE POSITION**

Under direction, this position performs professional planning duties related to the development of transportation plans, programs and projects focused on regional transportation, sustainable communities, congestion management and air quality conformity; 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; performs special projects as assigned and related work as required.

#### **ESSENTIAL DUTIES**

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 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 to gain consensus.

#### **ESSENTIAL QUALIFICATIONS**

**Education and Experience:** 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 or transportation planning experience.

**Knowledge:** Principles, practices and funding sources for transportation, planning, and related project development and implementation; principles of effective project management, including team and budget development; current trends and practices of regional transportation planning; 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 with those contacted during performance of work duties and responsibilities; effectively conduct meetings and make presentations to a variety of groups to facilitate consensus and/or promote programs, projects.

**APPLICATION AND SELECTION PROCEDURE** Applicants must submit a completed StanCOG application, résumé and cover letter.

**By mail to:**

**Stanislaus Council of Governments (StanCOG)**

Attn: Human Resources  
1111 I Street, Suite 308  
Modesto, CA 95354

**OR by email to:** [StanCOGHR@StanCOG.org](mailto:StanCOGHR@StanCOG.org)

**For more information:** [www.stancog.org](http://www.stancog.org) or 209-525-4600.

The most qualified applicants will be invited in the selection process based on the application materials submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening and oral interview.

**EMPLOYEE PROGRAMS AND BENEFITS**

**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 to twenty-five days per year, depending on tenure.

**Sick Leave:** Employees accrue sick leave at the rate of approximately one 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.

**THE ORGANIZATION**

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), and a state designated Regional Transportation Planning Agency (RTPA). StanCOG is responsible for developing and updating a variety of transportation plans and for allocating the federal and state funds to implement them.

**THE LOCATION**

The StanCOG office is located in downtown Modesto. Modesto is the county seat of Stanislaus County which has approximately 500,000 residents. Modesto is located in Northern California, 92 miles east of San Francisco, 68 miles south of the Sacramento and 66 miles west of Yosemite National Park. It is home to Gallo Winery, the largest winery in the world, the critically acclaimed Gallo Center for the Arts, and a Minor League Baseball Club of the Class A California League. Higher education institutions located in the Modesto area include Modesto Junior College, a two-year community college, and California State University, Stanislaus, located in nearby Turlock.

**EQUAL EMPLOYMENT OPPORTUNITY**

StanCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at 209- 525-4600.