

Calaveras Council of Governments
Invites you to apply for the position of



CALAVERAS COUNCIL
of GOVERNMENTS

Transportation Planner

Salary Range \$62,857— \$76,398 Annually

A Regional Transportation Planning Agency



The Calaveras Council of Governments is seeking a Transportation Planner with experience in regional or urban planning, civil engineering, or related field. A minimum of two years of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related community development activities.

Under general supervision the Transportation Planner will handle a wide range of duties associated with transportation planning, transit, transportation studies and analysis, as well as local and regional projects.

This position requires knowledge of principles and practices of transportation planning and project implementation; current trends in federal and state funding programs, and local planning, particularly related to transit, and transportation planning; familiar with techniques of conducting analytical studies, evaluating alternatives and making sound recommendations. Ability to effectively establish and maintain cooperative working relationships with others, serve as an effective departmental representative, identify, discuss, and work cooperatively with special interest groups and/or community groups. Prepare and present professional reports including grant proposals. However, other responsibility within the scope of public administration may be assigned.

To obtain an application please visit our website, give us a call, or come by our office.

<http://www.calacog.org>



**Calaveras Council of
Governments**
444 E. Saint Charles St, Ste A
San Andreas, CA 95249
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EXAMPLE OF DUTIES:

- Develops, implements, and monitors transportation and transit programs and projects; plans, organizes, and participates in transportation and transit planning studies; prepares, updates, reviews, and completes various reports, agreements, amendments, and documents related to short and long range transportation and transit planning documents.
- Coordinates, meets, and facilitates with representatives of other agencies in order to discuss items of common interest, develop project tracking and monitoring systems, and clarify project specifications, financial details, and project schedule.
- Performs funding/grant development and administering awarded grant funds; represent CCOG at grant provided workshops.
- Serves as project manager on transportation planning and development projects, which includes overseeing application and plan review, coordination with project applicants and agencies, background research, environmental review, preparation of public notices and staff reports, scheduling meetings and hearings and monitoring of project implementation to verify substantial conformance with approved plans.
- Coordinates site visits in an effort to assist with the selection, programming, and implementation of transportation funding programs available through CCOG; assists applicants with completing grant applications and related documents; provides letters of support for local agency applications; ensures timely processing of applications and delivery of grant awards.
- Develops Requests for Proposals for professional services, establishes evaluation team, participates in evaluating proposals, recommending project awards, and presenting the recommendation to the Council for approval; supervises the work of contractors and ensures compliance with contract terms and funding agreements.
- Ability to review environmental studies of all projects; evaluates impact to transportation infrastructure and develops mitigations of those impacts; prepares California Environmental Quality Act (CEQA) documents.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, transit needs and performance data, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning and transit matters; develops, implements, and administers major portions of CCOG's Overall Work Program and related transportation improvement programs.
- Supports Geographic Information Systems (GIS) modeling and other related activities, including the use of TransCAD software.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares staff reports, presentations, project information and status, and program financial information to the Board of Directors, various committees, community groups, and professional organizations about CCOG's transportation projects and programs.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; stays abreast of new trends and innovations related to transportation planning.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

LICENSES AND CERTIFICATES

Possession of a valid California Driver's License by time of appointment. ACIP certification is desirable.

EDUCATION AND EXPERIENCE

Equivalent to graduation from an accredited four-year college or university with major coursework in regional or urban planning, transportation planning, civil engineering, business or public administration, or a related field and two (2) years of progressively responsible experience in transportation and/or transit planning or professional experience in planning, zoning and related community development activities.

SALARY AND BENEFITS

The CCOG provides a benefit package including:

- Cafeteria plan that covers family medical, dental, and vision or Cash In Lieu of \$4,800 annually
- Life insurance and Long Term Disability
- Deferred Compensation Plan—Employer Contributions of \$600 Annually
- CalPERS: Classic PERS Members, 2% at 55 and PEPRA PERS Members 2% at 62
- Annual Leave includes 13 paid holidays and 40 hours of Management Time Off (MTO)
- CCOG does not participate in Social Security, but does participate in Medicare

Salary Range

Step (1) \$30.22 hourly to Step (5) \$36.73 hourly
\$62,857 annually to \$76,398 annually

APPLICATION AND SELECTION PROCESS

Interested individuals must submit the following:

- CCOG application - CCOG Website - www.calacog.org
- Current resume
- Cover letter

Application packages can be submitted by postal mail, email or in person to:

Calaveras Council of Governments
PO BOX 280, San Andreas, CA 95249 - Attn: Melissa Raggio

Physical Address: 444 East Saint Charles Street, Suite A, San Andreas CA 95249

Email : mraggio@calacog.org

Application materials will be reviewed to evaluate the specific qualifications of each applicant and determine which applicants will continue in the screening process. Those candidates identified as having qualifications best suited for the position will be invited to an oral examination.