

San Luis Obispo Council of Governments
Transportation Planner I-II-III

Status: Full time, Planner I-II-III (Non-Exempt)
Closing Date: May 13, 2024, at 5:00 pm.

Monthly Salary range: \$4,727 - \$9,277
Benefits: Competitive package

The San Luis Obispo Council of Governments (SLOCOG) is seeking a Transportation Planner I, II, or III. Under the direction of the Regional Programming and Project Delivery Division Chief, the Transportation Planner will be part of a dynamic team responsible for coordination of all issues related to project development and delivery and fund programming functions. The Programming and Projects Delivery team has a diverse range of tasks from managing multimodal capital project delivery; programming of federal, state, and local funding sources; and developing and managing grant applications. The Transportation Planner is a professional, responsible for administering programs; supporting project management; conducting analytical and planning studies; researching, reviewing and analyzing plans and reports; and supporting department programs and projects. The Transportation Planner provides staff support in the decision-making process and organizes and performs professional staff work supporting SLOCOG's projects and programs.

SLOCOG is an equal opportunity employer, and we value diversity in our organization. We are committed to developing an inclusive and equitable work environment.

ESSENTIAL FUNCTIONS:

Promote equity in every aspect of programming and project delivery; actively participate in supporting the implementation of the agency vision and goals through leadership and coordination of advisory committees and working groups; provide recommendations and guide development of projects and programming decisions and documents; assist local jurisdictions on their transportation projects and provide guidance on transportation funding sources; provide reporting and analysis for SLOCOG grant applications, coordinate multiagency applications, and assistance to members and partners in their grant applications; provide excellent public engagement, facilitate meetings, and share information; model leadership in agency values; provide direction, active listening, and support.

TYPICAL TASKS:

Preparation of transportation planning studies and staff reports, interagency coordination, technical assistance with transportation issues, and monitoring of transportation projects. Transportation Planners, under supervision, perform professional transportation planning work in all program and project level areas including but not limited to project scoping, public outreach, and interagency coordination; write staff reports; prepare applications for multimodal transportation capital project funding; manage and implement grant requirements and submittals, meet with the public on transportation project issues, present reports and recommendations to community groups, advisory committees and the SLOCOG Board.

REQUIREMENTS:

Knowledge of: MS Word, MS Excel, and experience with compiling and analyzing data; writing skills and presentation skills; working knowledge of the principles, practices and techniques of transportation planning, technical reporting writing and public presentation. Candidate must also be a competent public speaker, be comfortable working with the public, be collaborative, and be able to work with minimal supervision. Basic knowledge of ArcGIS or other public domain geographic information systems software is a bonus and not required.

Ability to: Compile, organize and summarize information accurately in a graphic and written form; follow oral and written directions; prepare technical reports; analyze transportation data including transit data from various sources, but not limited to: ridership and farebox, on-time performance, internal and external survey results); ability to deal with the public courteously and tactfully; apply departmental policies and procedures in all program areas; prepare concise and accurate plans and presentations; formulate findings and recommendations; present staff reports before official bodies.

Minimum Qualifications: Graduation from an accredited institution with a Bachelor's degree in Planning or Civil Engineering (with a transportation emphasis) or a closely related field. Planner I-II is an entry-level position; previous transportation experience is desirable but not required. Planner III requires a minimum of four years of increasingly responsible experience in transportation planning. All levels require the ability to communicate concisely and effectively in person, over the phone, and in writing with a variety of diverse populations, and the ability to establish and promote cooperative working relationships and work with people with different backgrounds and traits.

LICENSES AND OTHER REQUIREMENTS:

A valid CALIFORNIA driver's license is required at the time of appointment and must be maintained throughout employment. New employees are required to complete Form I-9; Employment Eligibility Verification to document the employee is authorized to work in the United States.

Prior to the closing date, please submit application, résumé, cover letter, and answers to supplemental questions electronically to AEdwards@slocog.org. Your cover letter should identify: the planning skills (i.e., analytical, interpersonal, communication, graphic, computer, etc.) you feel you excel in most, examples of work products (academic or work related) and describe skills that you wish to gain more practical experience. See <https://www.slocog.org/about/employment> to download application.

San Luis Obispo Council of Governments
1114 Marsh Street
San Luis Obispo, CA 93401

FLSA STATUS: Non-Exempt

Equal Opportunity Employer

Tentative Schedule

Application close date: May 13th, 2024; 5 p.m.
Notification of Interview: May 16th, 2024
Interview Date: May 21st, 2024

For more information about SLOCOG www.slocog.org

General information: Ashley Edwards at 805-781-4255 or AEdwards@slocog.org