



Trinity County Employment Opportunity

DEPARTMENT OF TRANSPORTATION

TRANSPORTATION PLANNER TECHNICIAN

\$2,957.58 - \$3,594.96 / Month

\$17.06 - \$20.74 / Hour

Or

ASSISTANT TRANSPORTATION PLANNER

\$3,502.68 - \$4,257.53 / Month

\$20.20 - \$24.56 / Hour

Or

ASSOCIATE TRANSPORTATION PLANNER

\$3,869.13 - \$4,702.96 / Month

\$22.32 - \$27.13 / Hour

Or

SENIOR TRANSPORTATION PLANNER

\$4,273.93 - \$5,194.99 / Month

\$24.65 - \$29.97 / Hour

This is a full-time, benefitted position

Applications will be accepted until 4:00 PM., January 20, 2021.

TRANSPORTATION PLANNER TECHNICIAN

Definition:

Under general supervision, to perform technical transportation planning support work. To process routine transportation planning material. To provide public information. To explain department ordinances, regulations, and policies to the public; and to do related work as required.

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PERS ANNUITANTS: Retirees of PERS are welcome to apply, if selected for the position they would be required to reinstate to employment.

Women, minorities and individuals with disabilities are encouraged to apply. Trinity County is an Equal Opportunity/Affirmative Action Employer.

Qualifications:

Knowledge of:

Purposes and procedures of public transportation planning agencies, boards, and governing bodies. Basic understanding of laws, rules, regulations, and policies affecting transportation planning. Research methods and basic statistical analysis. Graphic illustration and presentation. Computers and software used in professional planning work. Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn methods, procedures, policies of the department, and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities. Use English effectively to communicate in person, over the telephone and in writing. Identify or assess a party's need and direct to appropriate resource, department or agency. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile, and analyze technical, statistical, and other information related to public planning. Read and interpret maps. Draft effective written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Establish and maintain effective working relationships with those contacted on the job. Prepare a variety of charts and graphic illustrations.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

The equivalent of an Associates Degree from an accredited college with course work in office procedures and equipment, basic statistics, GIS/drafting, or similar course work; and one (1) year of work experience involving customer service.

Two (2) years of responsible work experience in drafting and technical planning assistance or related work area.

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

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Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication, use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

ASSISTANT TRANSPORTATION PLANNER

Definition:

Under general direction, to perform the more complex professional transportation planning assignments in the County Department of Transportation. To develop planning studies, participate in environmental reviews, and community design. To assist with planning policy formulation and implementation. To explain transportation planning regulations and policies to the public. To provide lead direction and work coordination for other staff, and to do related work as required.

Qualifications:

Knowledge of:

General theory, principles, and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation planning agencies, boards, and governing bodies. Laws, rules, regulations, and policies affecting transportation planning. Research methods and basic statistical analysis. A basic understanding of environmental impacts affecting transportation issues. Graphic illustration and presentation. Computers and software used in professional planning work. Technique for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn new methods, procedures, policies of the department, and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities. Use English effectively to communicate in person, over the telephone, and in writing. Read and interpret various complex materials pertaining to the responsibilities of the job. Identify or assess a party's need and direct to appropriate resource, department agency. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile, and analyze technical, statistical, and other information related to public planning. Read and interpret maps. Make effective oral and written presentations.

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Ability to (Continued):

Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Make sound, educated decisions. Establish and maintain effective working relationships with those contacted on the job. Prepare a variety of charts and graphic illustrations.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing professional transportation planning or work with similar responsibilities, or

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication, use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST.

ASSOCIATE TRANSPORTATION PLANNER

Definition:

Under general direction, to perform the more complex professional transportation planning assignments in the County Department of Transportation. To develop planning studies, participate in environmental reviews, and community design. To assist with planning policy formulation and implementation. To explain transportation planning regulations and policies to the public. To provide lead direction and work coordination for other staff, and to do related work as required.

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Qualifications:

Knowledge of:

General theory, principles, and practices of transportation planning and their application to a variety of transportation planning issues. Purposes and procedures of public transportation planning agencies, boards, and governing bodies. Laws, rules, regulations, and policies affecting transportation planning. Research methods and basic statistical analysis. A basic understanding of environmental impacts affecting transportation issues. Graphic illustration and presentation. Computers and software used in professional planning work. Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work.

Ability to:

Perform duties under the stress of deadlines. Represent the department in a professional manner. Learn new methods and procedures related to transportation and transit planning. Learn new methods, procedures, policies of the department, and regulations and funding requirements related to transportation. Take and keep accurate notes, perform work neatly and precisely and to plan, organize and prioritize daily assignments and work activities. Use English effectively to communicate in person, over the telephone and in writing. Read and interpret various complex materials pertaining to the responsibilities of the job. Identify or assess a party's need and direct to appropriate resource, department or agency. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Collect, compile, and analyze technical, statistical, and other information related to public planning. Read and interpret maps. Make effective oral and written presentations. Work independently and as a team member. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software applications programs. Assemble and analyze information and prepare written reports and records in a clear and concise manner. React calmly and professionally in emergency, emotional, and/or stressful situations. Make sound, educated decisions. Establish and maintain effective working relationships with those contacted on the job.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible work experience in performing professional planning work comparable to that of an Assistant Transportation Planner with Trinity County.

Education equivalent to graduation from an accredited college or university with major work in transportation planning, engineering or a closely related field is highly desirable.

Special Requirements:

Possession of, or ability to obtain, a current and valid California Driver's License.

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Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

EXAMPLES OF DUTIES AVAILABLE UPON REQUEST

SENIOR TRANSPORTATION PLANNER

Definition:

Under general direction, to perform the more complex professional County transportation planning functions and assignments in the Department of Transportation. To have the responsibility for the development, coordination and completion of transportation planning studies. To assist with transportation planning policy formulation and implementation. To assist with transit management. To explain ordinances, regulations, and policies to the public. To provide lead direction and work coordination for other staff; and to do related work as required.

Qualifications:

Knowledge of:

The methods, procedures and policies of the department. Technical, financial and public relations and outreach considerations as related to transportation planning programs and land use. Applicable Federal, State, County and Department laws, regulation, policies and procedures related to work. Modern office practices, methods and computer equipment. Recordkeeping principles and procedures. Computer applications related to the work. Graphic illustration and presentation. English usage, grammar, spelling, vocabulary and punctuation. Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Principles of project development, scheduling, and coordination.

Ability to:

Learn basic County, state and federal budget and financial reporting requirements. Interpret and apply relevant laws, rules and regulations. Participate in the planning, organization and coordination of transportation planning activities. Use judgment and discretion in implementing various programs. Make sound educated decisions. Read and interpret complex materials pertaining to the responsibilities of the job. Assemble and analyze information and prepare written reports and records in a clear, concise manner. Use computers for various software applications including work processing, spreadsheets, GIS, data bases, internet and e-mail. Read and interpret maps. Perform duties under the stress of deadlines. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Work independently and as a team member. Use English

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Ability to (Continued):

effectively to communicate in person, over the telephone and in writing. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner. Organize own work, set priorities and meet critical time deadlines. Operate modern office equipment including computer equipment and specialized software application programs. Make accurate arithmetic, financial and statistical computations. Establish and maintain effective working relationships with those contacted on the job.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years (3) of responsible work experience in performing professional planning work comparable to that of an Associate Transportation Planner with the County of Trinity.

Education equivalent to graduation from an accredited college or university with major work in transportation planning, or a closely related field, is highly desirable.

Special Requirements:

Possession of, or ability to obtain, a current and valid California Driver's License.

Typical Physical Requirements:

Sit for extended periods. Frequently stand and walk. Normal manual dexterity and eye-hand coordination. Lift and move objects weighing up to 25 lbs. Corrected hearing and vision to normal range. Verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

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