



Grass Valley • Nevada City

Nevada County • Truckee

JOB ANNOUNCEMENT TRANSPORTATION PLANNER

FLSA – Exempt

Full Time Benefitted Position

\$5,804.80- \$7,126.78/ Month + Benefits DOE

Application Packet Deadline: July 8, 2019 – 5:00 p.m.

About Nevada County Transportation Commission

Nevada County Transportation Commission (NCTC) is a Regional Transportation Planning Agency that coordinates transportation planning efforts with the citizens and decision-makers of the City of Grass Valley, City of Nevada City, Nevada County, and the Town of Truckee. NCTC is also designated as the Nevada County Airport Land Use Commission (ALUC) and provides staff support to the Truckee Tahoe Airport Land Use Commission. For further details on the Mission and responsibilities of the Commission, visit the NCTC website: www.nctc.ca.gov.

Work Environment

The staff at NCTC takes pride in serving the public in a forward thinking and efficient manner. The office environment is team-oriented with an open and friendly atmosphere.

Transportation Planner Position

To direct, coordinate, and conduct transportation planning and programming activities of NCTC including activities related to the Regional Transportation Plan, Regional Transportation Improvement Program, Congestion Mitigation Air Quality Improvement Program, Transportation Development Act, transit planning, active transportation planning, airport land use compatibility planning, and other technical studies/projects. Must be able to manage or direct complex technical assignments such as socio-economic forecasts, travel demand forecasting, geographic information systems, demographic analysis, and revenue estimation/forecasting. Must be able to act independently while working effectively with staff to maintain a team focus and accomplish the required tasks. The candidate must be motivated and organized. For full job description and application, visit the NCTC website: www.nctc.ca.gov.

Examples of Duties

- Develop and write transportation plans and programs
- Manage, direct, and organize transportation planning activities
- Coordinate planning activities with outside agencies
- Provide leadership to technical advisory committees and working groups
- Write requests for proposals and manage consultant contracts
- Analyze proposed legislation and develop written analyses and recommendations
- Develop board communications on related work activities
- Develop grant proposals for transportation funding

- Develop scopes, budgets, and timelines for agency work programs and projects
- Prepare complex staff reports and memorandums for board adoption
- Make public presentations on planning projects and programs
- Prepare maps and other graphic tools for presentation and inclusion in reports
- Monitor federal and state planning documents and funding sources

Education and Experience

A combination of education and experience that provides the knowledge, skills, and abilities necessary to serve as a Transportation Planner. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in regional/municipal planning at the Associate Transportation Planner level, and a bachelor's degree in urban or regional planning, public administration, or related field.

Physical, Mental, and Environmental Work Conditions

The Transportation Planner position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the job requires near vision in reading correspondence, statistical data, and the use of a computer and copier. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper, bound reports, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Other Requirements

- Valid Class C California driver's license; some travel required
- Cover letter describing your transportation planning experience or course work that qualifies you for the Transportation Planner position
- Attach copies of relevant transcripts and/or certificates
- Agreement to submit to a background check is required

Benefits

NCTC is not a PERS organization. Retirement benefits are provided through International City Management Association Retirement Corporation (ICMA-RC) 401 and 457 plans. Benefits include health, dental and vision, as well as vacation, sick, and holiday pay.

Application Process and Deadline

1. Complete Application on the NCTC website: www.nctc.ca.gov.
2. Email Application including Supplemental Questionnaire, Cover Letter, Resume, Letters of Recommendation, and Transcripts and/or Certificates to dlandon@nccn.net.

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