



Job Announcement

Transportation Planning Intern (part-time) Transportation Planning and Funding Division Public Works Agency

The City of Oakland seeks to fill one or more part-time positions. This internship will provide the successful candidate an opportunity to develop the technical skills needed for a career in the growing field of multimodal transportation planning.

The pay is approximately \$21.00 per hour. The successful candidate is expected to work no fewer than 15 hours per week for at least eight (8) months. Interns may work a maximum of 975 hours per fiscal year (July 1 to June 30). The position is currently open; the start date will be determined based on applicant availability, but should occur no later than January 2013.

There are several planning and policy areas that we seek help in. The candidate could potentially work in one of more of these areas:

Flexible Parking Planning & Implementation

Oakland is working to develop new and better parking policies, specifically for publicly owned parking (on street or off street). The City recently adopted a “flexible parking” pilot project in the Montclair District which will result in changes to on and off street parking rates. The intern will have an important role working with Oakland staff in a variety of departments, as well as community organizations, merchants groups, and others to implement changes in market based parking rates. The intern will complete neighborhood parking surveys, data analysis, GIS mapping, and development of a public website that will explain proposed changes. In addition to the Montclair pilot, staff is anticipating a downtown parking study will begin in 2014.

Transportation Project Analysis/Research

Oakland maintains a proposed transportation project database to catalogue and prioritize all proposed transportation projects. An ongoing task is to update this database, and to fine-tune it so that it can be useful in evaluating specific grant opportunities.

Transportation Performance Monitoring

Update and analyze crash data to identify safety trends and opportunities for improvement. Collect, process, and maintain data to support Oakland’s multimodal traffic count database. Develop and organize online materials to provide disseminate information and data to the public.

Applications must be received on or before Tuesday, November 12, 2013.

Qualifications

Required Skills:

- Possess a bachelor's degree, and enrolled in a related graduate degree program (e.g., City and Regional Planning, Transportation Engineering, Public Administration).
- Wide-ranging interest in transportation policy and planning, as the position will interact with stakeholders engaged across a range of transportation focus areas.
- Experience working in a professional office environment, including the ability to collaborate within a team environment.
- Strong analytic skills, including statistical modeling and data analysis.
- Creative problem-solving skills, and ability to work independently.
- Excellent writing and oral communication skills.
- Familiarity with a range of software packages. Extensive knowledge of Microsoft Word and Microsoft Excel required. Experience using ArcGIS, Microsoft Access, Synchro/HCS, and/or Adobe Creative Suite desirable.

Student status: Only current students are eligible for the position (i.e., applicants must be currently enrolled in at least one college class or returning to school imminently).

Experience: No prior job experience is required. Any combination of experience and education that would likely provide the required skills is qualifying. Competitive candidates will have a strong interest in multimodal transportation.

Classification: This position is an intern classification, Engineering Intern and/or Student Trainee.

How to apply

Applications must be received on or before **Tuesday, November 12, 2013**. Applications should be emailed to bwilliams@oaklandnet.com (paper applications will be discarded).

Applications must include the following items (as separate files):

1. **completed checklist** (see below);
2. **cover letter** highlighting relevant experiences and qualifications and describing your interest in the position;
3. **resume**; and
4. **completed City application form**, .pdf available at www2.oaklandnet.com/oakca/groups/hrm/documents/jobposting/oak023349.pdf

If you have questions, please contact Bruce Williams, Transportation Funding Program Manager, at 510.238.6613 or bwilliams@oaklandnet.com.

Announcement posted: Friday, October 18, 2013.

Transportation Planning Intern Application Checklist

NOTE: You must include this checklist with your application in order for your application to be considered.

1. Name:

2. What school are you attending as a student?

3. What is your course of study (field, degree/certificate)?

4. When do you anticipate completing this course of study (month/year)?

5. My schedule will allow me to work 15 hours (two days) per week on average for the next eight months:

Yes.

No. (If no, please explain in your cover letter.)

6. How did you learn about this internship?
