



## EMPLOYMENT OPPORTUNITY

### ASSISTANT/ASSOCIATE TRANSPORTATION PLANNER

#### SALARY AND BENEFITS

Assistant Planner \$23.56 - \$31.10 per hour, plus benefits package

Associate Planner \$25.83 - \$34.15 per hour, plus benefits package

#### FILING DEADLINE

Open until filled. Review Date: August 31, 2023

#### DUTIES AND RESPONSIBILITIES

*The Assistant/Associate Transportation Planner will administer and provide overall support for the operation of the Lassen Rural Bus System and assist in the planning and coordination of a wide variety of County-wide regional transportation related issues. The major duties of the job include:*

- Administer and provide overall management support for the operation of the Lassen Rural Bus System.
- Participate in preparation of the Federal and State funding programs; prepare grant applications for transportation operations and capital acquisition; prepare all Federal and State funding claims.
- Prepare service contracts for operators/contractors of special transportation programs; maintain records to insure contract compliance.
- Assist and coordinate environmental review process for all transportation/transit projects.
- Compile information and make recommendations on special studies; prepare technical and complex reports.
- Make presentations to the Lassen County Transportation Commission, Lassen Transit Services Agency and other public agencies as required.
- Perform a wide variety of planning and coordinating activities related to regional transportation issues.
- Coordinates and consults with Federal, State and Local agencies in the administration of the Regional Transportation Plan.
- Prepare written correspondence as necessary.
- Research and prepare technical, administrative and financial reports and studies as they relate to the transit system operations.
- Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

**Assistant Level:** One to two years experience in contract management with one-year experience in transportation programs, and the equivalent to a Bachelor's degree from an accredited college or university with major course work in Planning, Transportation, Administration, Contract Management or a related field; or an acceptable combination of experience and education that would demonstrate required knowledge and abilities.

**Associate Level:** Two years of increasingly responsible professional experience in Transportation Planning, Contract Management, or a related field. Two years of experience performing duties

comparable to those of an Assistant Transportation Planner are fully qualifying, and the equivalent of a Bachelor's degree from an accredited college or university with major course work in Planning, Transportation, Administration, Contract Management or a related field, supplemented by courses in regional transportation planning and one-year related experience.

**License:** Possession of, or ability to obtain, a California driver's license.



## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. To obtain a Lassen County application, visit our website at: <http://lassencounty.org> or visit our application center at the address below. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

 (530) 251 -8320 

**Updated: August 2, 2023**

### **GENERAL INFORMATION**

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted post-conditional-offer of employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.