



## **JOB ANNOUNCEMENT: Transportation Planning Intern (Part-Time)**

**FILING DEADLINE: Open until filled**

**Pay Scale: \$22 per hour**

### **THE AGENCY**

Transportation Agency for Monterey County (TAMC) is a countywide transportation-planning agency responsible for developing long range transportation plans, distributing local, State, and federal transportation grants, and administering several transportation projects and programs. The Transportation Agency is a high-energy, innovative, service-oriented agency with a small staff and a 17-member Board of Directors.

Our agency relies on teamwork and collaboration to deliver meaningful and trailblazing improvements to the communities we serve and has a culture of inclusion, diversity, equity, and accessibility. The Transportation Agency's mission is to develop and maintain a multimodal transportation system that enhances mobility, safety, access, environmental quality, and economic activities in Monterey County.



As a self-help county, TAMC is responsible for delivering regional transportation projects pursuant to a voter-approved ballot initiative. Our agency also works collaboratively with neighboring counties around the State through organizations such as the Central Coast Coalition, the Coast Rail Coordinating Council, the Rural Counties Task Force, and the Self-Help Counties Coalition.

Learn more about TAMC's work at <https://www.tamcmonterey.org>.

## **THE POSITION**

Planning Interns at TAMC have a chance to tackle big issues like climate change, public health, and safety to positively impact the lives of hundreds of thousands of people for generations to come. This is a part-time position. TAMC is currently offering a hybrid telework/in office work arrangement; it is desirable for employees to reside in the Monterey Bay area and local knowledge is a plus. Working directly with the community we serve is an important part of how TAMC delivers projects.



## **THE IDEAL CANDIDATE**

- An inquisitive person interested in improving transportation accessibility and safety.
- An initiative-taker who will follow through in a timely manner on detailed assignments.
- An enthusiastic, positive person who has a pleasant customer service attitude.
- A good communicator with effective writing and verbal presentation skills.
- Bilingual in English and Spanish is a plus but not required for this position.
- A team player that can maintain positive interpersonal relationships with staff, project partners, and the public.
- Familiar with computer systems and software applications for preparing engaging outreach materials, such as Adobe Photoshop, Illustrator, Acrobat, and/or Canva, would be helpful but not required.

### **EXAMPLES OF POTENTIAL DUTIES**

- Assist staff in the implementation of programs and projects. Some of the exciting projects you might work on include:
  - Safe Routes to School projects;
  - Climate change adaptation and mitigation projects;
  - Rail service projects and train station development; and more!
- Research policies, analyze data and prepare fact sheets.
- Conceptualize, visualize, and design outreach materials.
- Develop multi-media materials and promotional posts to facilitate public participation.
- Support public outreach efforts, assist in scheduling and staffing outreach booths at public events, and help staff communicate projects to the public.

### **QUALIFICATIONS**

Any degree of experience and education is qualifying. A typical candidate will have a bachelor's degree or be enrolled in a university or community college program.

Helpful but not required is a basic knowledge of transportation planning theory, principles, and methods; current trends in transportation planning; and federal and state laws and regulations involving transportation programs.



### **REQUIRED APPLICATION MATERIALS**

To apply for the above position, please submit by the filing deadline a complete application package that includes each of these four items:

- Cover letter
- Résumé
- Transportation Agency for Monterey County (TAMC) application form
- Complete response to the Supplemental Questions

Application packages must include all four documents in a single e-mail submittal. The application form and supplemental questions may be obtained from our website: [www.tamcmonterey.org](http://www.tamcmonterey.org). To be eligible for consideration, complete application packages must be received at:

Transportation Agency for Monterey County (TAMC)  
Jefferson Kise, Director of Finance & Administration  
[jeff@tamcmonterey.org](mailto:jeff@tamcmonterey.org)

### **SELECTION PROCEDURES**

All application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the process. An interview may further assess the applicant's level of required skills and knowledge. **If you have questions, call (831) 775-0903.**

The Transportation Agency for Monterey County is an Equal Opportunity Employer.



*Team TAMC rides the bus*