



City of
Oakland

Job Announcement

Student Trainee/Internship

Oakland Department of Transportation

The City of Oakland Department of Transportation (OakDOT) seeks to fill several part-time or full-time student trainee (internship) positions. This internship will provide the successful candidate an opportunity to gain experience working in a fast-paced, progressive transportation department and develop the skills needed for a career in multimodal, mobility-focused transportation planning or public administration. The pay is approximately \$25.00 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 960 hours per fiscal year (July 1 to June 30). The duration of employment shall last no longer than 2 years, and is predicated on concurrent enrollment in school. Start date will be determined based on applicant availability and may occur as early as February 2018.

Interns may join one of the following work programs:

- Capital Financial Planning
- Complete Streets Planning & Design
- Communications
- Parking and Mobility Programs

Interns may be selected to focus on particular projects, including:

- A Better Bus Shelter Contract
- Annual Outreach Plan
- Curb Management Strategy
- Equitable Capital Improvement Plan
- Let's Bike Oakland! Outreach
- Parklandish (Demand Responsive Parking)
- San Pablo Avenue Corridor Plan
- Shared Mobility Equity and Engagement
- Streets Illustrated
- Vision Zero

Qualifications for all positions

Student Status

Applicants must be students currently enrolled in at least one class or returning to school imminently. Degree programs could include Communications, City and Regional Planning, Computer Science, Geography, Journalism, Public Administration, Public Policy, Public Health, Public Relations, Transportation Engineering, or a program providing the requisite skills and abilities necessary.

Desired Skills or Qualities

- Strong project management skills and ability to work independently
- Creative problem-solving skills, and strong analytic skills
- Demonstrated ability to work as part of a team in a professional office environment, including excellent interpersonal communication skills
- Excellent writing and oral communication skills. Second language proficiencies encouraged.
- Familiarity with a range of software packages. Digital media experience is a plus.
- Comfort working in the field without supervision, and on projects in a self-directed manner

Experience

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

Classification

This position is an intern classification (Student Trainee).

How to Apply

Applications must be received no later than **9 a.m. on Monday, December 4, 2017.**

Applications should be sent via email to lbrown@oaklandnet.com with subject line **OakDOT Intern**. Paper applications will be discarded.

Applications must include the following items:

1. **Completed checklist** (page 3 of this announcement)
2. **Cover letter** highlighting relevant experiences and qualifications and describing your interest in the position
3. **Resume**
4. **Completed City application form**
(<http://www2.oaklandnet.com/oakca/groups/hrm/documents/jobposting/oak023349.pdf>)

If you have questions, please contact Lily Brown, Transportation Planner, at lbrown@oaklandnet.com.

Announcement posted: **Monday, November 20, 2017.**

OakDOT 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. I am interested in interning during (select all that apply):

☐ Spring 2018 ☐ Summer 2018

7. Which programs(s) and/or projects(s) are you interested in?

Programs

- ☐ Capital Financial Planning
- ☐ Communications
- ☐ Complete Streets Planning & Design
- ☐ Parking & Mobility Programs

Projects

- ☐ A Better Bus Shelter Contract
- ☐ Annual Outreach Plan
- ☐ Curb Management Strategy
- ☐ Equitable Capital Improvement Plan
- ☐ Let's Bike Oakland! Outreach
- ☐ Parklandish (Demand Responsive Parking)
- ☐ San Pablo Avenue Corridor Plan
- ☐ Shared Mobility Equity and Engagement
- ☐ Streets Illustrated
- ☐ Vision Zero

7. How did you learn about this internship?

Program Descriptions

Capital Financial Planning

Interns will support the OakDOT Funding Program with policy, budget, and planning analysis in the development of the 2019 Capital Improvement Plan (CIP). Competitive candidates will have a strong interest in public administration, transportation finance, interdepartmental/Citywide planning, and public outreach.

Typical duties may include, but are not limited, to:

- Analyze project finance data to make recommendations about how to organize and program future capital resources
- Assist in facilitating key decisions across diverse teams within OakDOT and across Oakland City Departments
- Develop outreach campaign strategies and collateral material for communicating the CIP

Communications

This role will help ensure OakDOT is engaging with Oakland's many diverse communities. Working directly with OakDOT's Public Information Officer, interns will learn the role of government relations and support the development of departmental visual and digital collateral. Competitive candidates will have a strong interest in government relations, administrative communications, and community engagement.

Typical duties may include, but are not limited, to:

- Support OakDOT's digital engagement with relevant and responsive social media
- Support staff in direct community engagement
- Draft press releases and other written outreach material, help staff respond to press inquiries, and provide logistical support for press events

Complete Streets Planning & Design

Working closely with both planners and engineers, interns will help develop concepts for the next set of major plans and capital projects in Oakland, addressing transit, bicycle, and pedestrian improvements. Competitive candidates will have a basic understanding of NACTO design principles, based proficiencies with CAD and Illustrator, will excel at project storytelling, and/or have fresh ideas for inclusive community engagement.

Typical duties and/or projects may include, but are not limited, to:

- Translate street design ideas into CAD and Illustrator renderings
- Assess multimodal existing conditions to inform project development, including surveys, counts, demographic analyses, and network analyses
- Develop outreach campaign strategies and collateral material

Parking & Mobility Programs

With increasing competing uses for curb space and the rise of mobility services like bikeshare and Lyft, there's never been a greater time to consider parking and mobility services together. The Parking & Mobility Division is dedicated to efficiently managing the city's parking supply and valuable curb space. Competitive candidates will have a strong interest in parking, community engagement, curb management, data analysis, and shared mobility programs like car share and bike share.

Typical duties may include, but are not limited, to:

- Implement demand responsive parking pricing in Downtown Oakland and efforts to extend progressive parking and transportation demand management strategies city-wide
- Craft outreach material in support of progressive parking and shared mobility initiatives
- Develop policy approaches and equity strategies to emerging mobility services, from autonomous vehicles to ridesourcing services like Uber and Lyft
- Document field conditions and use AutoCAD templates to draft work orders for parking and curb management requests
- Analyze complex datasets and create GIS maps in support of parking and mobility programs

Project Descriptions

A Better Bus Shelter Contract

Bus shelters in Oakland are governed by the contractual obligations of a franchise agreement that expires in 2018. In this role, interns will research best practices for strong bus shelter contracts that ensure Oakland gets the best deal, and identify ways for a future shelter contract to include better design that more adequately expresses Oakland.

Annual Outreach Plan

OakDOT will be working to develop and execute a yearlong plan to coordinate its outreach activities, including community engagement, media events, and digital media. Competitive candidates will be encouraged to bring their ideas to the table to expand the toolset we use to support open, ongoing dialogue with Oakland's diverse community.

Curb Management Strategy

The City's curbs are valuable assets hidden in plain sight. Support the Parking & Mobility Division's efforts as we carry out routine color curb work order requests, develop our curb prioritization process, and plan for new and emerging mobility services such as TNCs and autonomous vehicles. Competitive candidates will have strong interest in policy development and AutoCAD.

Equitable Capital Improvement Plan

After the passage of Measure KK and Senate Bill 1, Oakland has new money to spend on state of good repair and important capital improvements. This spring and summer, OakDOT will be developing a process to structure the development of OakDOT's next Capital Improvement Plan (CIP). Help design an equitable approach to capital planning.

Let's Bike Oakland! Outreach

Let's Bike Oakland! is Oakland's next bike plan, and we want to make sure we're connecting with Oaklanders any way we can. We're seeking interns to support our digital media team! Develop digital collateral to convey timely updates about the plan and collect feedback from a diverse set of Oaklanders.

Parklandish (Demand Responsive Parking)

Calling all Shoupistas and data nerds! Parking is outlandish. We get it. Support the implementation of demand responsive parking and progressive parking policies in Oakland's downtown core with data analysis and community engagement. Competitive candidates will have strong interest in data analysis and GIS, as well as engaging with Oakland businesses.

San Pablo Avenue Corridor Plan

San Pablo Avenue is the focus of a regional plan aimed at improving street performance for all users. What are Oakland's priorities? Help organize and empower Oaklanders along the San Pablo Avenue corridor to get their voices heard during the plan process.

Shared Mobility Equity and Engagement

The launch of the regional bikeshare system (Ford GoBike) and free-floating carshare service (Gig) in Oakland has been an exciting development for the City. Support the Parking & Mobility Division's efforts in shaping an equitable shared mobility development. Competitive candidates will have strong interest in graphic design and community engagement.

Streets Illustrated

OakDOT is a fresh new department, and it needs fresh ideas about communicating street improvement projects. Work with engineers and planners to develop a standard workflow for AutoCAD-to-Illustrator renderings, and create new illustrative standards that can help convey transit, bike, and ped improvement projects to a wide audience.

Vision Zero

Support OakDOT's Vision Zero Program in analyzing policies and street designs to ensure that safety of all road users is prioritized. Competitive candidates will have a strong interest in policy development, crash analysis, community engagement, as well as experience using Adobe Creative Suite software.