



Job Announcement

Student Internship

The City of Oakland Department of Transportation ([OakDOT](#)) seeks to fill several 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. OakDOT top priorities in the Strategic Plan include: Equitable Jobs and Housing; Holistic Community Safety; Vibrant Sustainable Infrastructure, and Responsive Trustworthy Government

Interns may work a maximum of 960 hours per fiscal year (July 1 to June 30). The duration of the internship shall last no longer than 2 years and is predicated on concurrent enrollment in school.

The successful candidate is expected to work no fewer than 15 hours per week. Start date will be determined based on applicant availability and may occur as early as May 2019.

Interns may join one of the following work programs:

- Bicycle and Pedestrian Programs
- Capital Finance Planning
- Communications & Community Engagement
- Complete Streets Paving & Sidewalks
- Complete Streets Planning & Design
- Parking and Mobility
- Policy and Intergovernmental Affairs

Interns may be selected to focus on particular projects, such as:

- Curb Management Strategy
- Equitable Capital Improvement Plan
- Parklandish (Demand Responsive Parking)
- Shared Mobility Equity and Engagement
- East Oakland Community Based Transportation Plan
- Street Improvement Projects
- Local policy development
- OakDOT Data Analysis

Qualifications for all positions

Student Status

Applicants must be students currently enrolled in at least one class or returning to school imminently. Applicants from diverse degree programs (e.g. Undergraduate, Associate, Graduate, etc.) are encouraged to apply. Degree programs may include, but are not limited to, Communications, City and Regional Planning, Computer Science, Geography, Journalism, Public Administration, Public Policy, Ethnic Studies, Public Health, Public Relations, Transportation Engineering, or other interdisciplinary programs providing the requisite abilities.

A management intern must be currently enrolled in a Master's degree program.

Desired Skills or Qualities

- Strong project management skills and ability to work independently
- Creative problem-solving skills, and strong analytical 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 in organizing, analyzing, and managing large amounts of data; preparing charts, tables, and reports; using GIS systems; and preparing public information and outreach materials is desired

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 and/or inclusive community engagement.

Classification & Compensation

This position is an intern classification (Student Trainee or Management Intern).

- Student Trainee starting at \$20.13 - \$26.32
- Management Intern starting at \$28.53 - \$35.03

Equal Employment Opportunities

The City of Oakland complies with all Federal, State, and local laws mandating Equal Employment Opportunities. We encourage minorities, women, and people with disabilities to apply. Please contact the City's Equal Opportunity Programs Division for any questions at (510) 238-3500.

How to Apply

Application packages must be submitted online no later than **11:59 pm on Monday, March 25, 2019** (Include file attachments in PDF format).

Apply at the following online form link: (<https://tinyurl.com/OakDOT-Internship>)

Applications must include the following items:

1. Completed application form (<https://tinyurl.com/OakDOT-Internship>)
2. Cover letter highlighting relevant experiences and qualifications and describing your interest in the position
3. Resume

Tentative Schedule

Application opens **Monday, March 11, 2019**

Application deadline **Monday, March 25, 2019**

Notification for interviews **Monday, April 1, 2019 - Tuesday, April 2, 2019**

Interviews **Friday, April 5, 2019 - Friday, April 12, 2019**

Selected candidates will be notified **Monday, April 15, 2019 - Tuesday, April 16, 2019**

Internships can start in **late May or June 2019**

If you have questions, please contact Julieth Ortiz, Strategic Planning & Administration Analyst II, at jortiz@oaklanca.gov.

Program Descriptions

Bicycle & Pedestrian Program: Design

This unique internship will provide an opportunity to use AutoCAD to help draft striping plans that support bicycle and pedestrian transportation. The intern will help accomplish the objectives of Oakland's Bicycle and Pedestrian Plans, and work as core members of the Bicycle & Pedestrian Program. (For more information about the program, go to www.oaklandbikes.info.) Competitive candidates will have more than beginning-level experience with AutoCAD software and standard office applications, comfort working in the field with limited supervision, creative problem-solving skills, and a strong interest in active transportation.

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

- Document field conditions and collect data to inform project development and implementation
- Apply design guidelines and use AutoCAD templates to draft striping plans, develop project specifications, and create bid documents for construction contracts, and

Assist with data updates and organization.

Capital Finance Planning

Interns will support the OakDOT Funding Program with policy, budget, and planning analysis in the management and implementation of the department's Capital Improvement Plan (CIP). Interns will gain exposure to the entire municipal funding process, including project scoping, grant applications, and project tracking and implementation. Competitive candidates will have a strong interest in public administration, transportation finance, interdepartmental/Citywide planning, and community engagement.

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

- Analyze project finance data to make recommendations on how to organize and program future capital resources
- Develop outreach campaign strategies and collateral material for communicating the CIP
- Assist in all ongoing grant application processes through independent research, writing, and interdepartmental communication
- Work with project implementation staff and fiscal staff to track CIP progress
- Liaise with local oversight agencies to track project progress, ensuring full compliance with County, State, and Federal funding requirements

Communications & Community Engagement

This role will help ensure OakDOT is engaging with Oakland's many diverse communities. Meeting communities where they are located and gathering neighborhood-specific feedback on local projects is the core of the Communications and Community Engagement team's mission. 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. The ideal candidate will have strong written and verbal skills, interest in government relations, cultural competency with diverse constituencies and a collaborative, can-do attitude. Join the effort to tell relatable and accessible stories about OakDOT's work!

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

- Support OakDOT's digital engagement with relevant and responsive social media
- Support staff in community engagement
- Draft press releases, 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, basic 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
- Support planning efforts, including research, outreach, and analysis

Parking & Mobility

With increasing competing uses for curb space and the rise of mobility services like scooter-share and ride-sourcing, 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 ride-sourcing 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
- Support the development of the City's first Zero Emission Vehicle Action Plan through research and data analysis

Policy & Intergovernmental Affairs

As a new agency in a City open to pushing the boundaries and doing things differently, there is a large appetite for policies that put OakDOT's goals of safety, equity and vibrancy into action. The ideal candidate will share a passion for OakDOT's values and the role of public policy in building equitable, safe, healthy communities.

Typical duties may include, but are not limited to:

- Support the development of local policy initiatives, including developing staff reports and associated documents
- Research best practices in the literature and among peer cities
- Track state and regional policies and analyze potential impacts on Oaklanders
- Develop communications materials for public and legislative audiences

Project Descriptions

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 ride-sourcing, electric vehicles and autonomous vehicles. Competitive candidates will have strong interest in policy development and/or AutoCAD.

Equitable Capital Improvement Plan

Oakland is adopting its first Capital Improvement Program (CIP) created through extensive public outreach and consideration of equity concerns. Throughout the next two years, the City will learn from the current process, and prepare for an even more transparent and equitable process. Help strengthen Oakland's project selection process to serve all 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.

Shared Mobility Equity and Engagement

The launch of the regional bike-share system (Ford GoBike), free-floating carshare service (GIG Car Share), and upcoming scooter-sharing, electric moped sharing, adaptive bike sharing and electric vehicle charging programs in Oakland are exciting developments 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.

Street Improvement Projects

OakDOT was formed in 2016. As a relatively new department, it needs fresh ideas about street improvement projects. Work with engineers and planners to develop conceptual plans, CAD drawings and/or renderings, as well as associated communications tools to tell the story of street improvements projects to a broad audience.

East Oakland Community Based Transportation Plan

Creating safe, equitable, healthy and reliable transportation options for East Oaklanders is a key goal for OakDOT. Work hand-in-hand with transportation planners and community leaders to design and implement a transportation planning process and develop a final plan that creates a blueprint for achieving the community's vision for East Oakland.

Local Policy Development

Local policy development harnesses the best thinking and creative minds across OakDOT and the community we serve to develop policies that ensure Oakland is supporting the City and Department's goals of safety, equity, vibrancy, and responsiveness. Working across OakDOT divisions, this position will employ strong communication, organization, and policy analysis skills to see the best and brightest ideas come to life.