



Job Announcement

Mobility Intern/Student Trainee

Oakland Department of Transportation

The City of Oakland Department of Transportation seeks to fill several part-time or full-time student trainee (internship) positions. This internship will provide the successful candidate an opportunity to develop the technical skills needed for a career in multimodal, mobility-focused transportation planning. The pay is approximately \$22.00 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), and 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 2017.

Interns will join one of the following work areas:

- Bicycle Facilities Program
- Great Streets Planning
- Parking & Mobility Management
- Strategic Planning & Administration

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 City and Regional Planning, Transportation Engineering, Public Administration, 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. Extensive knowledge of Microsoft Word and Microsoft Excel required. Experience using ArcGIS, AutoCAD, Microsoft Access, SPSS, SAS, and/or Adobe Creative Suite desirable.
- Comfort working in the field without supervision, and on projects in a self-directed manner
- Education and career goals in active transportation design, planning, and policy

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, Engineering Intern and/or Student Trainee.

How to Apply

Applications must be received no later than **5 p.m. on Friday, November 25, 2016**. Applications should be sent via email to sfine@oaklandnet.com with subject line **OakDOT Mobility 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 Sarah Fine, Senior Transportation Planner, at (510) 238-6241 or sfine@oaklandnet.com.

Announcement posted: Wednesday, November 2, 2016.

OakDOT Mobility 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. Which position(s) are you interested in?

Bicycle Facilities Program

Great Streets Planning

Parking & Mobility Management

Strategic Planning & Administration

7. How did you learn about this internship?

More details: Bicycle Facilities Program

OakDOT's Bicycle Facilities Program is seeking to fill one or two part-time intern positions, one focused on Planning and the other on Design. These internships will provide the successful candidates an opportunity to learn about and practice the skills needed for careers in the growing field of active transportation. The interns will help accomplish the objectives of Oakland's Bicycle Master Plan and will work as core members of the Bicycle Facilities Program. (For more information about the program, visit www.oaklandbikes.info.) Competitive candidates will have a strong interest in bicycle facilities and higher-than-average GIS and/or AutoCAD skills, as well as experience using Adobe Creative Suite software.

Typical duties include, but are not limited, to:

- Document field conditions and collect data to inform project development and implementation
- Apply established guidelines to install new bicycle signs and bike racks, including site surveys and post-installation inspections (Planning position)
- Apply design guidelines and use AutoCAD templates to draft bikeway striping plans, develop project specifications, and create bid documents for construction contracts (Design position)
- Help maintain and refine database and GIS assets, and create GIS-based maps for projects and programs, applying existing templates (Planning position)

More details: Great Streets Planning

OakDOT's Great Streets Division is seeking to fill 2 part- or full-time intern positions in its Planning team. Working closely with both planners and engineers, the 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, will excel at project storytelling, and will have fresh ideas for inclusive community engagement.

Typical duties include, but are not limited, to:

- Assess multimodal existing conditions to inform project development, including surveys, counts, demographic analyses, and network analyses
- Develop outreach campaign strategies and collateral material
- Apply design guidelines to propose multimodal improvements and develop project concepts
- Propose and develop new policies to advance implementation of OakDOT's Strategic Plan

More details: Parking and Mobility Management

OakDOT is seeking to fill one part- or full-time intern position to work with a multi-disciplinary team implementing demand-based parking management, transportation demand management (TDM) bike share, car share, and other shared mobility initiatives. Within this work program, there is ample opportunity for a creative, data-friendly planner to make a difference on the next generation of mobility management practices in Oakland. Competitive candidates will be comfortable doing community outreach as well as working with datasets.

Typical duties include, but are not limited, to:

- Assist in development and processing of car share and bike share permits
- Assist in implementation of parking pricing in Downtown Oakland and efforts to extend parking and transportation demand management strategies city-wide
- Assist in dedicated-space car share and bike share site planning, network design, and GIS mapping
- Assisting in the implementation of equity strategies for shared mobility programs

More details: Strategic Planning & Administration

The Strategic Planning & Administration team is seeking to fill one part- or full-time intern position that will report to OakDOT's Funding Program Manager and provide key support on new initiatives to support OakDOT's goal of being a responsive, trustworthy agency. Competitive candidates may have a background in planning or public administration and be comfortable working with public sector budgeting processes. Competitive candidates will also have an interest in learning the nuts and bolts of the regional, state, and federal transportation funding processes.

Typical duties include, but are not limited, to:

- Identify key funding opportunities to address OakDOT's Strategic Plan goals
- Assist in grant applications processes, including research, writing, and developing collateral material
- Assist in grant tracking and reporting
- Develop and test new programming principles and policies