



CITY OF PETALUMA
Human Resources

Employment Opportunity

APPLY ONLINE:
www.governmentjobs.com/careers/petaluma

EQUAL OPPORTUNITY
EMPLOYER

PART-TIME INTERN Transit Division Public Works and Utilities Department

Hourly Rate
\$18.48

Applications will only be accepted online at www.governmentjobs.com/careers/petaluma

Please Note: This is a part-time position and hours will not exceed 28 hours per week. This assignment is expected to last no more than 6 months

FILING DEADLINE: Sunday, May 9th, 2021

POSITION SUMMARY

Under direct supervision, to perform various administrative, analytical, and/or technical support duties in furtherance of the Transit Division within the Public Works and Utilities Department, including conducting surveys and preparing reports.

Complete a variety of assignments related to a Transit Division function, applying principles and practices of a professional course of study, to assist with the operations and functions of the division.

POSITION REQUIREMENTS

- Assist in developing technical reports for distribution to various officials and members of the public utilizing word processing, spreadsheet, or database software.
- Assist with maintaining and updating inventory of bus stops, geo-coordinates, amenities, and use good judgement to identify and correct data as needed.
- Help review transportation plans and promote the incorporation of pro-transit policies and measures.
- Help review schedule data for passenger information panels posted at bus stops, conduct field work as needed to ensure information is correctly displayed, and conduct field assessments at bus stops.
- Collect and summarize feedback from bus operators and passengers.
- Provide technical analysis support for multimodal planning projects.

- Assist with creation of fixed route bus schedules and route changes, including analyzing data from systems such as automatic passenger counters, vehicle location systems, and other transit technology.
- Assist with developing plans for fixed-route transit service, including evaluating system performance.
- Assist with coordination of public outreach events, including set up and working with internal staff and transit guides to disseminate information to the public.
- Help read and analyze demographic and geographic data, as well as ridership and demographic trends.
- Help create maps, graphics, and handouts for outreach events or to display concepts.
- Provide support for Paratransit Operations, including preparing reports, researching contract compliance, and analyzing ridership and performance data.
- Prepare a variety of general correspondence, reports, articles, meeting minutes and/or agendas, and directions from rough draft, verbal, or recorded instruction; edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.
- Communicate with members of the general public, officials from other agencies, and community groups to gather information necessary to complete assignments and projects.
- Represent the City with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Basic knowledge of Transit and multimodal planning concepts.
- Basic knowledge of principles and practices of modern transit system operations.
- Knowledge of basic methods and techniques of research and analysis.
- Knowledge of basic principles and practices of analytical report preparation.
- Knowledge of mathematics, data collection, and spatial analytical skills.
- Knowledge of principles of database management and Adobe Creative Suite (i.e., Illustrator, InDesign) is preferred.
- Ability to gather, organize, compile and summarize data.
- Ability to prepare clear and concise reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work both indoors at a desk for a prolonged period of time, and outdoors in likely hot weather.
- Perform related duties as assigned.

Education:

Course work in progress leading to an undergraduate or graduate degree or recent completion of an undergraduate or graduate degree.

Experience:

Some general business or office experience is desirable. One year of research, administrative support, analytical, and/or technical experience in the assigned area is also desirable.

Licenses and Certificates:

Possession of a valid Class C California Driver's License with a with a satisfactory driving record is required.

Supplemental Questionnaire

There is a Supplemental Questionnaire to assist an applicant in presenting their qualifications for the position of Part-time Transit Division Intern. The responses to the questions will be used to determine whether an applicant will continue in the selection process and is highly qualified.

APPLICATION AND SELECTION PROCESS

To be considered for this position, you are required to complete an application and supplemental questionnaire online at www.governmentjobs.com/careers/petaluma. All required application materials must be received by the final filing date.

All completed application documents will be reviewed. An application submitted without complete information will not be considered. A screening committee will evaluate the qualifications of each applicant who has met the minimum requirements for the position. The highest-ranking applicants will be invited to continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the process, and the decision of the screening committee is final.

Questions about the application submittal process and selection process can be directed to Sally Ricci, Human Resources Assistant at sricci@cityofpetaluma.org.

Hiring Requirements

Candidates being considered for selection are subject to an interview, background investigation, and State of California Department of Justice fingerprint search of records. All statements made on application materials must be correct and will be subject to investigation and verification.

Special Accommodations

If you need special accommodation for any stage of the examination process, please visit the City's website at <http://cityofpetaluma.net/hr/forms.html> and complete the Special Testing Accommodation Request Form. You may also contact Human Resources at: humanresources@cityofpetaluma.org.

Employee Benefits

Accrued sick leave is provided in accordance with the Healthy Workplace Healthy Family Act of 2014 (AB 1522). Part-time employees are not eligible for other benefits.

Note: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

The City of Petaluma is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



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Supplemental Questionnaire

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The following questions are to assist you in presenting your qualifications for the position of Part-Time Transit Division Intern. Your answers to these questions will be used to determine whether you will be among the highly qualified applicants to continue in the selection process. Your responses need to be complete, concise, and specific.

Required Form for Responses and Certification

Answer each question separately. By submitting your application and supplemental questionnaire you are certifying that you are the author of the responses to the questions, it is an accurate representation of your abilities, and the information is true and correct.

1. Are you currently in possession of a valid California Class C driver's license?
2. Please indicate your highest level of education.
 - Some High School
 - High School Graduate of GED Equivalent
 - Less than 2 years of college-level coursework
 - 3 to less than 4 years of college-level coursework
 - Bachelor's Degree
3. Are you currently enrolled in an accredited college, undergraduate, or graduate degree program?
4. Please describe your field of study and/or program and expected degree.
5. Have you recently graduated from an accredited college, undergraduate, or graduate degree program?
6. Please describe your field of study and/or program and attained degree.
7. Please describe your ability and level of knowledge using computers in general and specifically Excel, AutoCAD, and databases.
8. Describe any experience you may have working in an office environment in general and specifically using copy machines, filing, data collection.
9. Describe any experience you may have with construction, inspection, field data collection.
10. Why are you interested in working as an intern with the City of Petaluma?

11. What would you hope to get out of working as an intern in the Public Works and Utilities Department?

12. Please indicate you understand a resume, cover letter, and unofficial transcript must be attached to your application.

-Yes

-No