



Job Announcement

Transportation Planning Intern/Student Trainee (part-time)

Transportation Planning and Funding Division

Public Works Department

The City of Oakland seeks to fill one or more part-time student trainee (internship) positions. This internship will provide the successful candidate an opportunity to develop the technical skills needed for a career in the growing field of multimodal transportation planning.

The pay is approximately \$21.00 per hour. The successful candidate is expected to work no fewer than 15 hours per week for at least six (6) 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. The position is currently open; the start date will be determined based on applicant availability, but should occur no later than February 2016.

The position(s) will focus on at least one of the following projects and studies:

- Assist with implementation of the Car Share and Outreach program
- Assist with implementation of the East Bay expansion of Bay Area Bike Share
- Assist in multi-modal transportation project planning and development, including research, writing, and support of community outreach activities
- Analyze parking meter revenue data and develop standardized reporting structures to support effective parking management
- Assist with as the Pedestrian Master Plan, pedestrian improvement projects, and other planning efforts.

Car Share and Outreach Program

On March 17, 2015, City Council approved the Car Sharing Policy (Resolution No. 85459 C.M.S.) to further the City's goals to reduce single-occupant vehicle trips and greenhouse gas emissions by making car sharing vehicles accessible on city streets and in municipal lots and garages. Through the policy development process, staff developed the Car Share and Outreach Program, which will take place over two years. The program will 1) establish one-way or point-to-point car sharing, 2) dedicate parking spaces for ~75 car sharing vehicles on city streets and in municipal parking lots and garages, 3) conduct outreach to support the widespread adoption of car sharing in low-income and historically underrepresented communities, and 4) evaluate the one-way and round-trip car sharing programs for environmental, social, and economic benefits as well as program effectiveness.

Bay Area Bike Share Project

The current Bay Area Bike Share program is expanding to the East Bay with approximately 70 stations to be located in Oakland. Working with consultants and the bike share operator, the City will determine strategies for advancing bike share education and access, specifically in East and West Oakland. The City is also responsible for accepting permit applications and evaluating station areas on the public right of way.

Pedestrian Master Plan and Projects

The City is in the process of drafting a new Pedestrian Master Plan, which is scheduled for adoption in April 2016. The Plan incorporates up-to-date information on existing conditions, refines the City's pedestrian vision and goals, and outlines a five-year work plan of specific high-priority and cost-effective improvements. Guided by recommendations from the Pedestrian Master Plan, staff will implement projects that address the needs of Oakland's pedestrians.

Responsibilities

- Assist in developing an implementation plan for round-trip car sharing, including a siting plan and pricing scheme;
- Assist in development and processing of car share and bike share permits;
- Assist in development of training and communications materials;
- Assist in bike share site planning, network design, and GIS mapping;
- Assisting in the implementation of equity strategies for the bike share program;
- Assisting in the implementation of projects and programs to advance pedestrian safety, equity, and walkability;

Qualifications

Student Status

Possess a bachelor's degree, and be a student concurrently enrolled in a related graduate degree program (i.e., applicants must be currently enrolled in at least one college 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.

Required Skills

- Wide-ranging interest in transportation policy and planning, as the position will interact with stakeholders engaged across a range of transportation focus areas, and a focused interest in shared mobility and/or pedestrian safety.
- Strong project management skills
- Strong analytic skills, including statistical modeling and data analysis.
- Creative problem-solving skills and ability to work independently.
- Experience working in a professional office environment, including the ability to collaborate within a team environment.

- Excellent writing and oral communication skills.
- Familiarity with a range of software packages. Extensive knowledge of Microsoft Word and Microsoft Excel required. Experience using ArcGIS, Microsoft Access, SPSS, SAS, and/or Adobe Creative Suite desirable.

Experience

No prior job experience is required. Any combination of experience and education that would likely provide the required 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 Wednesday, December 9, 2015**. Applications should be sent to sbarz@oaklandnet.com (paper applications will be discarded).

Applications must include the following items:

1. **completed checklist** (page 4 of this announcement or PDF available at <http://www2.oaklandnet.com/n/OAK047545>)
2. **cover letter** highlighting relevant experiences and qualifications and describing your interest in the position
3. **resume**
4. **completed City application form** (PDF available at <http://www2.oaklandnet.com/oakca/groups/hrm/documents/jobposting/oak023349.pdf>)

If you have questions, please contact Sara Barz, Shared Mobility Coordinator, at (510) 238-6613 or sbarz@oaklandnet.com.

Announcement posted: Friday, November 20, 2015.

Transportation Planning & Funding 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. How did you learn about this internship?
