



City of
Oakland

Job Announcement

Great Streets Intern/Student Trainee Oakland Department of Transportation

The City of Oakland Department of Transportation (Oak-DOT) 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 summer and/or fall 2017.

Interns may work a maximum of 960 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 June 2017.

Interns will join one of the following work areas within the Great Streets Division:

- Vision Zero
- Street/Urban Design
- Public Space

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, Public Health 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 SketchUp, 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 (Student Trainee).

How to Apply

Applications must be received no later than **9 a.m. on Monday, June 5, 2017**. Applications should be sent via email to nferrara@oaklandnet.com with subject line **OakDOT Great Streets 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** (attached)

If you have questions, please contact Nicole Ferrara, Vision Zero Manager, at (510) 238-4720 or nferrara@oaklandnet.com.

Announcement posted: Tuesday, May 16, 2017.

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:

Yes. No. (If no, please explain in your cover letter.)

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

Summer 2017 Fall 2017

7. Which position(s) are you interested in?

Vision Zero Public Space

Street Design

8. How did you learn about this internship?

OakDOT's Great Streets Division Planning team is seeking to fill intern positions to support the following programs:

Vision Zero Program

Interns will help accomplish the objectives of the Department of Transportation's Holistic Community Safety goals within the Strategic Plan and will work as core members of the Vision Zero Program to analyze 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.

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

- Evaluate existing policies and processes to identify opportunities to incorporate Vision Zero approaches
- Aggregate and analyze relevant data to assess existing improvements and remaining needs.
- Develop and apply criteria for evaluating efficacy of Vision Zero improvements
- Develop project concepts for Vision Zero improvements
- Support the coordination of the Vision Zero Task Force
- Develop outreach campaign strategies and collateral material

Street 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 and a basic proficiency with SketchUp, will excel at project storytelling, and will have fresh ideas for inclusive community engagement.

Typical duties may 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
- Help maintain and refine database and GIS assets, and create GIS-based maps for projects and programs

Public Space

Interns will work with planners, engineers and community members to support the development of a public space program to serve the Oakland community. Competitive candidates may have a background in planning or urban design, graphic design, data analysis, and an interest in community engagement to develop creative solutions that reclaim streets as shared public space.

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

- Develop and test new programming principles and policies
- Identify key community partners and support pilot projects
- Evaluate efficacy of projects and the program
- Conduct outreach especially to the City's low-income communities and communities of color to encourage equitable participation in the program
- Develop guidelines for implementing public space projects in the public right-of-way



City of Oakland

Employment Application

Exact title of position for which you are applying:

Human Resources Management

150 Frank H. Ogawa Plaza, 2nd Floor, Oakland, CA 94612-2019 ☎ (510) 238-3112 ✦ (510) 238-3111 (Job Hotline) ✦ (510) 238-3254 (TDD)

Web Site: www.oaklandnet.com

| | | | | | | |
|---|--|---|----------|--|-----------------|---|
| 1. LAST NAME | | FIRST NAME | | MI | | |
| 2. CURRENT ADDRESS | | NUMBER & STREET | APT. NO. | CITY | STATE | ZIP CODE |
| 3. HOME PHONE | | 4. BUS. PHONE | | 5. EMAIL | | |
| 6. Are You Now, OR Have You Ever, Been Employed By the City of Oakland: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | 7. OTHER NAMES USED WHILE EMPLOYED BY THE CITY OF OAKLAND: | | |
| If "YES": FROM/TO _____ Department / Class Title _____ | | | | _____ | | |
| 8. Type of employment that you will accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time | | | | 9. DO YOU HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| 10. NAME, CITY & STATE OF HIGH SCHOOL, COLLEGES/UNIVERSITIES ATTENDED | | UNITS COMPLETED SEMESTER QUARTER | | COURSE OF STUDY/MAJOR | TYPE OF DEGREE: | COMPLETED: YES NO |
| | | | | | | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> <input type="checkbox"/> |
| | | | | | | <input type="checkbox"/> <input type="checkbox"/> |
| 11. OTHER RELEVANT COURSES AND TRAINING | | NAME AND LOCATION OF INSTITUTION | | LENGTH OF COURSE | | ENDED |
| | | | | | | |
| | | | | | | |
| 12. PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED | | CERTIFICATE NUMBER | | DATE ISSUED | | EXPIRATION DATE |
| | | | | | | |
| | | | | | | |
| 13. LIST ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ OR WRITE FLUENTLY | | 14. PLEASE INDICATE VALID DRIVER'S LICENSE OR ID NUMBER, STATE, EXPIRATION DATE | | | | |
| Language _____ Speak ____ Read ____ Write ____ | | | | | | |
| 15. DESIGNATE SKILLS, IF REQUIRED FOR THIS POSITION. (Note: Testing of skills may be required prior to or following selection.) | | | | FOR OFFICIAL USE ONLY: | | |
| Typing Speed _____ wpm Data Entry Speed _____ wpm | | | | Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> | | |
| 16. NAME, ADDRESS AND PHONE NUMBER OF EMERGENCY CONTACT | | | | Education <input type="checkbox"/> Experience <input type="checkbox"/> | | |
| NAME _____ | | PHONE _____ | | License <input type="checkbox"/> Met MOs/Scrnd <input type="checkbox"/> | | |
| ADDRESS _____ | | CITY _____ | | Other <input type="checkbox"/> CSB Rule 4.06 <input type="checkbox"/> | | |
| | | | | Initials _____ Date _____ | | |
| Certificate of Applicant: I certify that all statements made in the application are true and I agree and understand that misstatements or omissions of any material will subject me to disqualification or dismissal. | | | | The City of Oakland complies with all Federal, State and local laws mandating Equal Employment Opportunities. If you feel you have been treated unfairly or discriminated against because of race, color, religion, national origin, ancestry, sex, gender, age, veteran status, disability, marital status, or gender identity, or sexual orientation, please contact the City's Equal Opportunity Programs Division at (510) 238-3500. | | |
| Signature: _____ | | | | Date: _____ | | |

This Section MUST be filled out or your application may not be considered. You may also attach a resume or other relevant documents to further describe your qualifications.

17. EXPERIENCE: Begin with your most recent experience. List all employment in the last SEVEN years that is related to the job for which you are applying. Indicate Self-employment, U.S. Military Service and Volunteer Experience. Indicate "Volunteer" in the space for salary. Include details that meet the entrance requirements of the position.

| | | | |
|-------------------------------|------------------------------------|------------------------|---------------------------------|
| FROM Mo/Yr | EMPLOYER (BUSINESS OR AGENCY NAME) | TITLE OF YOUR POSITION | NO. EMPLOYEES SUPERVISED BY YOU |
| TO Mo/Yr | ADDRESS CITY STATE ZIP | NAME OF SUPERVISOR | SUPERVISOR'S PHONE NO. |
| Hrs. PER Wk. | DUTIES: | | |
| SALARY: \$ _____ PER _____ | | | |

MILITARY SERVICE?
 Yes No

REASON FOR LEAVING

| | | | |
|-------------------------------|------------------------------------|------------------------|---------------------------------|
| FROM Mo/Yr | EMPLOYER (BUSINESS OR AGENCY NAME) | TITLE OF YOUR POSITION | NO. EMPLOYEES SUPERVISED BY YOU |
| TO Mo/Yr | ADDRESS CITY STATE ZIP | NAME OF SUPERVISOR | SUPERVISOR'S PHONE NO. |
| Hrs. PER Wk. | DUTIES: | | |
| SALARY: \$ _____ PER _____ | | | |

MILITARY SERVICE?
 Yes No

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| Hrs. PER/Wk. | DUTIES: | | |
| SALARY: \$ _____ PER _____ | | | |

MILITARY SERVICE?
 Yes No

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| Hrs. PER Wk. | DUTIES: | | |
| SALARY: \$ _____ PER _____ | | | |

MILITARY SERVICE?
 Yes No

REASON FOR LEAVING

INQUIRY MAY BE MADE OF YOUR FORMER EMPLOYERS OR THE LAST SCHOOL YOU ATTENDED REGARDING YOUR PERFORMANCE RECORD.

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO