



# City of Milpitas

## Announces a career opportunity as Assistant Transportation Planner

**Salary Range:** \$78,733 - \$95,700 annually  
**Post Date:** November 4, 2015  
**Final Filing Date:** **5:00 p.m., Tuesday, December 8, 2015**

### **About the Position**

The Transportation Planner will report directly to the Transportation Engineer in the Engineering Department. We are seeking for an individual that will have strong written and verbal communications skills and be able to make presentations to the Council, City Manager and the Public. In addition, the candidate will participate in internal and regional meetings and transportation hearings. The ideal candidate will have experience in developing administering and monitoring transportation plans, programs and projects.

**Examples of Duties** – duties may include, but are not limited to, the following:

- Perform professional level work related to the field of transportation planning.
- Assist in the review of Traffic Impact Analyses for new development.
- Gather, compile and analyze a variety of technical traffic data; prepare and review assumptions with supervisor.
- Update, maintain, and monitor citywide traffic related programs, databases, and summaries; provide traffic data, project assumptions, and other needed information to outside traffic consultants in accordance with establish procedures.
- Assist in the preparation of complex and technical staff reports with recommendations; compose memoranda and correspondence.
- Design graphic displays; make presentations to the City Council, commissions, committees, and boards as assigned.
- Research and develop grant proposals and applications for city transportation projects; assist in monitoring adherence to grant requirements, goals and objectives; assist in program evaluation.
- Set up and maintain the transportation filing system.
- Perform other related duties as required.

### **Minimum Qualifications**

**Experience:** Two years of responsible planning experience comparable to that of a Junior Transportation Planner in the City of Milpitas.

**Education:** A Bachelor's degree from an accredited college or university with major course work in transportation planning, civil engineering or a closely related field.

**License:** Possession and maintenance of a valid California Driver's License and current automobile insurance are required.

### **Special Requirements**

*Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment.*

## **Selection Process**

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

## **To Apply**

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.calopps.org](http://www.calopps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the final filing date of:

**5:00 p.m., Tuesday, December 8, 2015.**

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

## **Salary and Benefits**

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 4.9% towards the employer PERS contribution.
- Vacation - 11 days per year to a maximum of 31 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans
- Dental and Vision - City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

455 E. Calaveras Blvd., Milpitas CA 95035-5411  
PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

