



MONTEREY-SALINAS TRANSIT

## Planning Intern

Salary: D.O.E

Posting Date: July 28, 2008

Filing Deadline: Open until filled

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### **JOB SUMMARY**

The intern will be provided with training as required and will perform work in the areas of transit planning with the goal of increased efficiency, increased use and expansion of rural and urban public transit systems.

### **ESSENTIAL FUNCTIONS**

Research and review planning documents related to developments and governmental Programs. Provide assistance in maintaining and updating GIS programs. Provide assistance in marketing efforts. Provide assistance in collection socio-economic and transit-related data. Provide assistance in tracking and providing reports on transit-related legislation. Assist in the development, processing, and reporting of transit grant applications. Assist in developing special studies. Assist in Identifying and assessing the adequacy of available services to identified transit groups (i.e. the elderly and/or disabled). Review environmental documents and provide comments. Perform related duties as required.

### **KNOWLEDGE & ABILITY**

Analyze, write, and make verbal presentations. Communicate tactfully, persuasively, and effectively in both oral and written forms. Listen and provide feedback. Work effectively with the public. Work within a committee structure. Problem solve. Establish and maintain accurate files and record keeping systems. Proficiently use computer office software such as Microsoft Office. Ability to learn specialized software.

### **MINIMUM QUALIFICATIONS & REQUIREMENTS**

Must be enrolled in a university or college program, Must possess a valid California driver's license at time of application with a safe driving record. In accordance with the Immigration Reform and Control Act of 1986, must be prepared to offer documents to support employment eligibility. **If hired**, must pass a pre-employment background check.

### **FILING**

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications received after the deadline may be reviewed and kept on file for up to six months for future consideration. A Department of Motor Vehicle (DMV) printout, Form K-4, dated within 30 days, must be submitted with the completed application. Resumes will not be accepted in lieu of a completed application. Applications may be obtained from our Administrative Office at One Ryan Ranch Road in Monterey, the Salinas Transit Center at 110 Salinas Street in Salinas, Marina Transit Exchange 280 Reservation Rd. Marina, Ca 93933; by calling the Job Hotline, (831) 393-8188 or by visiting MST online at <http://www.mst.org>. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attention: Human Resources, One Ryan Ranch Road, Monterey, CA 93940.

### **ADA**

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

**EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER**