



*Placer County
Transportation
Planning Agency*

ASSISTANT PLANNER

(Assistant - \$5,070-6,470/mo; excellent benefits package including paid medical, dental, vision; CalPERS retirement plan; life and disability insurance, and darned nice people to work with)

Looking to combine your planning skills with your love of information technology in a small, stable, financially secure public agency? Consider joining our transportation planning team at the Placer County Transportation Planning Agency (PCTPA).

We are looking for a talented planner who can also handle basic information technology responsibilities. Typical job tasks would include entry-to-mid level planning assignments, including preparing transportation plans, data analysis, grant writing, staff reports, presentations, and project tracking, as well as the day-to-day management of our website and small office network.

The ideal candidate will be a self-starter with experience and knowledge of planning and computer operations. Excellent writing and organizational skills and proficiency in Microsoft Office and WordPress applications are a must, as is a good sense of humor. Specific transportation knowledge/experience is preferred but not required.

Bachelor's degree in planning, public policy, communications, or similar field required. One year professional experience in planning, communications, and/or information technology in a similar agency is desired but not required.

PCTPA is the Regional Transportation Planning Agency (RTPA) and Airport Land Use Commission (ALUC) for Placer County, and also operate the South Placer Regional Transportation Authority (SPRTA) and Western Placer Consolidated Transportation Services Agency (WPCTSA). We have a staff of six, including two support staff, and pride ourselves in fostering a productive, supportive, flexible, and fun work atmosphere. We don't stand on bureaucracy – we just get the job done.

Want more information? Give us a call at (530) 823-4030 – we'll be happy to tell you more. You can also reach us via e-mail at pctpa@pctpa.net or visit our web site at www.pctpa.net.

APPLY BY: 4:00 pm, Monday, May 21, 2018. Send a resume and cover letter with three references to: PCTPA, 299 Nevada Street, Auburn, CA 95603 or via e-mail to pctpa@pctpa.net. PCTPA is an equal opportunity employer.