

Dow & Associates

367 North State Street, Suite 206, Ukiah, CA 95482
(707) 463-1806

POSITION AVAILABLE: PROJECT COORDINATOR/TRANSPORTATION PLANNER

Starting Salary Range: \$57,420 (\$27.50/hr) - \$64,728 (\$31/hr), DOQ

Benefits include employer-paid medical & dental program; paid vacation; sick leave; 11 paid holidays; and an employer-paid SEP/IRA retirement program

Overview: We are recruiting to fill one full-time project coordinator/transportation planner position.

This position requires a high level of interaction with the public, businesses, state and local governmental staff, and elected officials. The successful candidate will be responsible for coordinating with the cities and counties to ensure delivery of construction projects and the delivery of Planning Work Program products for two regional transportation planning agencies—the Mendocino Council of Governments and the Lake County/City Area Planning Council. There will be an emphasis on collecting and presenting data, managing projects, representing the agencies at certain meetings, conducting studies, and preparing reports. In order to help local agencies with project delivery, this position will assist local agencies with meeting application and reporting requirements for various transportation funding programs. It will be important to keep up-to-date on program requirements. The position also requires research and writing skills in order to help prepare applications for funding.

Examples of projects and tasks include collecting speed zone data and preparing reports, planning and permitting for call-box installation, research and data collection for grant programs, assistance with local agency project delivery, and oversight of pavement management program updates.

The successful candidate must be a self-starter and independent worker with excellent written and oral communication abilities. Proficiency in Microsoft Office products (Word, Excel, and PowerPoint) is a must. High productivity is expected from all Dow & Associates employees, and it is supported in a genuine team atmosphere.

Location: Work is performed primarily in our Ukiah office, but also requires meeting participation in other parts of Mendocino or Lake Counties.

Required Education: Bachelor's degree from an accredited college or university with a major in planning, community development, urban design, engineering, or a related field, or equivalent relevant experience.

Required Experience: A minimum of two years of transportation and/or planning related experience is required. A valid driver's license is also required.

Application: Open until filled. Application will consist of a cover letter, a resume, and three work-related references. Send to Dow & Associates at the above address or (1) fax to 707-463-2212 or (2) email at fordm@dow-associates.com.