

LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY

This position is open until filled. **The first filing deadline is August 25, 2016.** Please submit a resume to the attention of Beverly Adamo. Documents may be submitted via email to resumes@lavta.org, mailed to LAVTA, 1362 Rutan Court, Suite 100, Livermore, CA 94551, or faxed to 925.443.1375

POSITION: TRANSIT PLANNING INTERN

PERIOD: August 2016 – May 2017

WAGE: \$15.00/HR - \$18.00/HR

CLASSIFICATION: Non-Exempt, Part-Time Temporary Position

LAVTA is seeking transit planning interns for both year-long and summer placements beginning September 8, 2016. The following *scope of work* clarifies the specific transit planning tasks of the intern(s) working for Livermore Amador Valley Transit Authority (LAVTA). LAVTA will provide the interns with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and provide the necessary tools (e.g. computer, work station, etc.) for interns to complete assignments. This position is limited to 20 hours or less per week. It is a temporary position, not eligible for benefits.

REQUIREMENTS:

The successful Intern will possess a High School Diploma and be a full-time or part-time student currently enrolled at a college or university interested in pursuing a career in transportation, management analysis, geography, or urban/regional planning. Experience using MS Word, Excel and Geographic Information Systems (GIS) highly desirable. Must have excellent reading, writing, comprehension and editing skills. No transportation planning work experience required. Interns must be available to work a minimum of 10 hours and a maximum of 20 hours a week, and meet with the supervisor once a week during regular business hours of LAVTA; between 8:00 a.m. to 5:00 p.m., Monday through Friday, in person.

This temporary part-time position is funded through a grant from Caltrans. The objective of this grant is to provide work experience to a student(s) pursuing a career in transportation, transit planning or urban/regional planning. The following is a list of learning opportunities:

- Review and edit draft short range and long range service plans.
- Analyze performance and operational data, including: farebox reports, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, and census data.
- Develop social media and agency communications materials
- Assist with marketing and outreach functions
- Assist with grant development and preparation
- Participate in legislative policy analysis and interact with policymaking bodies

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- Assist with implementing *WheelsForward* comprehensive operational analyses
- GIS mapping
- Prepare statistical reports as needed.
- Collect original data, such as passenger counts, on-board surveys, and field surveys.
- Review technical documents and translate them into user friendly documents.
- Participate in developing the Strategic Plan, Short Range Transit Plan (SRTP), and Annual Work Plan by writing applicable sections of the plan.
- Assist with administration of Paratransit/Dial-a-Ride program, including receiving and processing applications, and handling customer comments/requests.
- Prepare studies, reports, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, grants and business forecasts. Evaluate and review plans, programs and proposals and submit comments and recommendations.
- Conduct analysis using Excel, Access and other programs or software packages.