

## **TRANSIT PLANNING INTERNSHIP**

### **LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY (LAVTA)**

#### **Context:**

The position's objective is to provide work experience in the field of urban / suburban public transit to individuals pursuing a career in Transportation Planning or Urban Planning.

#### **The role:**

The Transit Planning Intern position reports to the Senior Transit Planner. LAVTA will provide the intern with guidance on projects and tasks, the opportunity to attend staff and committee meetings, and will provide the necessary tools (e.g. computer, work station, etc.) to complete assignments.

The internship provides an excellent opportunity to practice and gain an understanding of basic principles when analyzing and planning for fixed-route public transit, helping prepare the candidate for a potential career in the field.

Examples of tasks for the position include:

- Analyze operational data, including: ridership reports and other operational statistics, financial reports, and demographic data
- Review and edit draft planning documents, such as the short- and long-range service plans
- Provide quantitative and qualitative analyses as needed
- Assist with oversight and quality control of the agency's fixed-route operations contractor
- Assist with monitoring the occurrence of temporary community events and construction that may impact the regular bus service
- Assist with collecting information from schools in order to inform route scheduling as well as potential variations in bus service on school-focused routes
- Interact with regular or prospective bus riders by way of responding to customer requests, conduct onboard surveys, and participating in outreach activities such as site tabling and community events
- Evaluate and review land development plans, programs, and proposals
- Other tasks and learning opportunities may exist, depending on individual interest

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**WAGE:** \$18.00-22.00/hour, DOQ

**CLASSIFICATION:** Non-Exempt, Part-Time Temporary Position  
As a temporary position, it is not eligible for benefits  
Minimum 16 hours, maximum 20 hours per week

**REQUIREMENTS:**

Important:

- Planning on pursuing a career in fields related to geography or urban planning
- Excellent reading, writing, comprehension, and editing skills
- Proficiency in working with numbers and quantitative analyses
- Aptitude in logistical and spatial concepts, and ability to interpret and create mapped information
- Must be available to work in person 16-20 hours per week, at LAVTA's office in Livermore, within the agency's regular weekday business hours of 8:30a to 5:00p; work times are flexible within those hours
- High school diploma and at least two years of college credit

Desirable:

- Experience using office software for spreadsheets and word processing
- Completed or ongoing coursework, student project(s), and/or work experience related to transportation

**HOW TO APPLY:**

*Submit resume and cover letter to the attention of the Front Desk. The position is open until filled, and may close at any time. Documents may be submitted via:*

*Email: [resumes@lavta.org](mailto:resumes@lavta.org); or*

*Mail: LAVTA, 1362 Rutan Court #100, Livermore, CA 94551; or*

*FAX: 925.443.1375*