



Yolo County Transportation District

350 Industrial Way
Woodland, CA 95776

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www.yolobus.com

*City of Davis – City of West Sacramento – City of Winters
City of Woodland – County of Yolo
EX Officio – Caltrans District 3 – University of California, Davis*

Paid Internship Position

Title: Transportation Planning Internship

Background:

The Yolo County Transportation District (YCTD) operates both local and intercity transit service (YOLOBUS) in the cities and communities of Davis, West Sacramento, Winters, Woodland, and to unincorporated communities of Yolo County. Additionally, YCTD is also the Congestion Management Agency for Yolo County, and serves as the interim administrator of the Yolo Transportation Management Association (TMA) Yolo Commute. YCTD staff is currently comprised of eleven full time employees, in addition to approximately 100 contract employees. YCTD has been awarded grant funding to continue its internship program through Fiscal Year 2018/19. Past internship participants have successfully leveraged their experiences with YCTD into full-time positions with public agencies including the District itself, Caltrans, Sacramento Regional Transit, AC Transit, and more.

Description:

YCTD seeks to hire up to six (6) interns in Fiscal Year 2018/19 to assist in transportation planning, marketing, communications, public relations, and operations related tasks and assignments:

- Activities will include but not be limited to:
 - Inventorying and assessing condition of Yolobus stops throughout the service area;
 - Performing route and schedule planning; designing, implementing, tabulating and analyzing surveys;
 - Maintaining transit facilities and bus operations databases;
 - Performing reviews of routes and transit facilities for appearance, safety, and access;
 - Responding to passenger comments; riding buses and providing written observations;
 - Providing staff assistance in the preparation of agendas and staff reports for meetings;
 - Taking detailed notes/minutes at meetings; taking photo IDs and answering phones;
 - Utilizing YCTD's sign-making equipment to make and install route and schedule information on bus stop signs;
 - Assisting in the design, maintenance, and updates of YCTD's web site;
 - Assisting in the design and development of bus route and service brochures and various related marketing materials;
 - Participation in community and transportation events and gatherings, and related promotional activities;
 - Performing other YCTD, transportation planning, marketing, and operations projects as directed.

Requirements:

- Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to twelve (12) months after graduation).
- Minimum availability of three days/week, 15-hours per week.
 - Maximum 1,000 hours per 12-month period (fiscal year July 1, 2018 to June 30, 2019) per position.

- Flexibility during educational institution testing periods (i.e., midterms, finals weeks, etc.) will be available.
- Must have a valid California driver's license, and maintain vehicle insurance coverage (as applicable) throughout employment.
- Must be eligible to work in the United States.

Preferences:

- Course work in transportation planning, urban planning, statistics, mathematics, computers, marketing, graphic design/cartography, communications, business, or related field is desired.
- Working knowledge of office software/electronic databases is preferred, including experience with Windows, Microsoft Office Suite (Word, Excel, Access), and Adobe Illustrator and design software.
- Working knowledge of GIS is desired.
- Bilingual is desired (Spanish/Chinese/Russian preferred), though not required.

Wage Information:

- Minimum pay: \$11.50/hour
- Maximum pay: \$15.00/hour – Based on experience/qualifications
- Classification: Part time, extra help.

Additional Benefits:

- Free YOLOBUS bus pass provided during internship.
- Mileage reimbursement for field assignments provided, excluding commute. Refer to separate attachment for wage rates.
- Opportunity for mentorship in all aspects of public transportation: planning, operations, marketing, communications, administration, reporting, compliance, field assignments, environmental concerns, etc.

Please submit cover letter (1 page maximum), resume (1 page maximum), and writing sample (2 page maximum). Submissions must be received by 5:00 p.m. on Wednesday October 31, 2018.

Submittals may be delivered in person, mailed, e-mailed, or faxed. Selected candidates will need to be available during YCTD business hours (8:00 a.m. – 5:00 p.m.) for interviews. YCTD may begin scheduling Interviews with qualified candidates as early as September 24, 2018.

CONTACT:

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HR Contact (submit application materials)

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