



Assistant Planner/Analyst

SUMMARY OF RESPONSIBILITIES

Under general direction of the Director of Planning and Capital Development, the **Assistant Planner/Analyst** position will perform a wide variety of routine and moderately complex professional transportation analyses and studies and serve as an assistant on individual NVRTA projects; may establish and/or administer agreements, contracts, plans and projects that have a strategic impact on countywide transportation planning efforts; assist Senior planners to coordinate with federal, state, regional and local agencies to identify project opportunities and facilitate implementation; provide routine staff support to various NVRTA programs, regional and/or local boards, councils, commissions and committees; and performs related duties. The position will assist in development of departmental or program budgets, develop reports for the public, jurisdictions, committees and for the Napa Valley Transportation Authority (NVRTA) and Napa Valley Transportation Authority Tax Agency (NVRTA-TA).

This position will establish and/or administer project data, collaborate with jurisdictions and other administrative needs for the Measure T Program and other special projects, programs and plans under the supervision of a Senior Planner/Planning Director.

Salary Range: See Current Salary Resolution

FLSA Exempt: Non-Exempt

Benefits: CalPERS Retirement 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency) or 2% @ 62 for new members. Individual employee participation is mandatory. NVRTA does not participate in Social Security.
457 Deferred Compensation Plan (Employer contributes up to a \$1000 annual match)
Employer Paid CalPERS Health
Employer Paid Dental and Life Insurance
Employer Paid Employee Assistance Program
Twelve to twenty-six (12-26) days of vacation annually based on years of service
Eight (8) paid holidays per year
Twelve (12) sick days earned per year with unlimited accrual
Forty-eight (48) hours of personal leave per fiscal year

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

1. Act as administrative analyst for Measure T projects and other special projects.
2. Collaborate with jurisdictions to compile and organize Measure T project data, follow-up with Measure T point of contacts for needed information

NVRTA is an Equal Opportunity Employer

3. Perform Quality Control (QC) and review various Measure T documents such as five-year project lists, semi-annual progress reports and Maintenance of Effort reports for complete and accurate information
4. Work with Measure T auditors in compiling data for various Measure T financial, compliance and performance audits
5. Assist in the creation and reporting for various Measure T publications such as the annual report, fact sheets, newspaper articles, committee reports, press releases, social media posts, and other public literature
6. Disseminate Measure T information and reminders to jurisdictions in a timely manner
7. Update and maintain the Measure T website, ensure project information and photos are current and accurate
8. Perform field reviews and take photos of various countywide Measure T projects
9. Act as the administrative liaison between NVTA, Independent Taxpayers Oversight Committee and jurisdictions
10. Support the Executive Director's engagement with the ITOC or NVTA-TA by assisting with meeting material preparation, as appropriate; by working collaboratively with those who assist and support the ITOC or NVTA-TA; and by attending selected meetings for notetaking and follow-up purposes

Other Related Duties Include:

11. Work with NVTA's Engineer, Construction Manager, Project Manager and other staff members on administrative support work for invoicing and reporting on various projects
12. Coordinate project meetings for various highway projects with Caltrans and the NVTA project team, prepare reports and PowerPoints, agendas and meeting notes
13. Performs Qualitative and Quantitative Analysis on reports, studies, grants, contracts and proposals; makes recommendations for approval or implementation.
14. Assist in creating materials for public outreach and education on various NVTA projects, programs and plans
15. Work closely with project teams and coordinate meetings with design, field contractors, subcontractors and NVTA staff
16. Review and analyze construction claims, notices, and Disadvantage Business Enterprise (DBE) reporting
17. Prepare project files and reports and maintain good records for various NVTA projects and programs
18. Conduct surveys and perform research and statistical analyses on transit operational problems, and/or transportation projects and programs;
19. Participate and take the lead on various elements of the countywide transportation plans and other specific plans as assigned.
20. Develop written recommendations; make oral presentations to higher level management or outside agencies;
21. Other duties as assigned

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

NVTA is an Equal Opportunity Employer

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in transportation planning, urban planning, environmental studies, economics, mathematics, or a closely related field.

Experience: Entry level position. Preferred but not required, one year of analyst, funding or planning experience in a public agency setting.

DESIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic principles and practices of transportation planning, analysis and development.
- Basic principles, operations and methods of public administration, including administrative planning, financial and budgetary analysis, budget preparation and control, problem analysis, and program evaluation.
- Techniques for collaborating successfully in a government setting.
- Understanding of government public agencies, including the role of an elected Board and public committee structures.
- Microsoft Office Suite with advanced skills in Excel are required

Ability to:

- Perform routine transportation planning and analysis duties.
- Help facilitate local government processes and programs with regard to transportation planning.
- Manage and administer routine transportation projects from inception to completion.
- Prepare project budgets and funding proposals.
- Negotiate, administer, and recommend the approval of contracts; evaluate the effectiveness of contract services provided.
- Make presentations before governing boards and other public and private groups as requested.
- Analyze situations accurately and take effective action.
- Organize own work, coordinating multiple work programs/projects and meeting critical deadlines.
- Communicate effectively both orally and in writing.
- Read, interpret and apply complex technical material.
- Prepare and present clear and concise correspondence, technical reports and recommendations; collect, organize and maintain records.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Establish priorities, meet deadlines, and exercise sound judgement; oversee and coordinate work with assigned staff.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.