

# **JOB ANNOUNCEMENT**

## **TRANSPORTATION PLANNING INTERN**

**FINAL FILING DEADLINE: By noon on Friday, August 8, 2025**  
**SALARY: \$21.53 -26.92 per hour, depending on level of education**

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation options to serve the community's needs.

### **DEFINITION:**

The role of an intern is to assist staff with entry level tasks in the office and field. The intern will work on a range of bike, pedestrian, transit, trail, highway, and other transportation planning projects and programs. These efforts are completed under the supervision of the Senior Transportation Planners and the daily direction of other senior staff, the Transportation Planning Intern will be organized and interested in learning more about and assisting with transportation planning.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES** *(Include but are not limited to the following):*

- Compiling monthly data and analyzing and prepare recommendations
- Reviewing survey data
- Analyze and develop graphic(s) that visually demonstrated data and collected and the results of analysis.
- Assist in the production and distribution of marketing and informational materials
- Assist in reviewing consultant invoices
- Assist in preparing correspondence and text for reports
- Update website pages
- Organize Sharepoint folders
- Distribute and present report(s) to stakeholders.
- Public outreach
- Other transportation planning related duties as assigned

### **KNOWLEDGE AND ABILITIES:**

- Knowledge of office practices and procedures, including business phone etiquette, preparation of business correspondence, reports and filing
- Working knowledge of business English, spelling, grammar and punctuation
- Collect and tabulate data and perform mathematical calculations
- Input and access data on a computer
- Prepare spreadsheets, graphs, charts and reports

- Tactfully and courteously provide information to the public on transportation programs and sensitive transportation planning matters
- Prepare concise reports and correspondence
- Make effective public presentations
- Organize work and establish priorities
- Follow oral and written instructions
- For some positions, perform fieldwork with some lifting, and the ability to use common tools
- Ability to follow through the end of the project/assignment
- Must be at a medium to advance level with Microsoft office software
- GIS skill desired

### **APPLICATION PROCEDURES:**

A completed job application and resume must be received via email to [yparra@sccrtc.org](mailto:yparra@sccrtc.org) **BY 5:00 P.M. ON Friday, August 8, 2025 TO BE GUARANTEED A review.** Materials submitted become the property of RTC and will not be returned.

For assistance or if you require special accommodation, please call **(831) 460- 3218**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.