

TRANSPORTATION PLANNER

Santa Cruz County Regional Transportation Commission



ABOUT THE POSITION

Are you a seasoned professional with experience in developing long range transportation plans, administering transportation projects and programs and managing budgets? Do you thrive in a dynamic environment where collaboration, innovation, and communication are at the forefront? If so, the Santa Cruz County Regional Transportation Commission invites you to take the next step in your career as an RTC Transportation Planner.

The Santa Cruz County Regional Transportation Commission is committed to equity, inclusion, and community representation. We strive to reflect the diversity of Santa Cruz County in our workforce and welcome applicants from all backgrounds, including those historically underrepresented in transportation and public service. We are proud to be an Equal Opportunity Employer and encourage individuals of all races, ethnicities, genders, sexual orientations, abilities, and veteran statuses to apply. We are looking to fill one permanent position within the Transportation Planner series (Transportation Planner I – IV) and create a list of applicants for future openings.

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 RTC is committed to delivering a full range of safe, convenient, reliable and efficient transportation choices for the community. 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:

- Prepare long range transportation plans for the Santa Cruz County region and transportation improvement plans for specific areas and corridors,
- Obtain, program and distribute funding including local voter-approved Measure D funds and various state and federal funds,
- Implement a variety of projects including highway, transit, bicycle, pedestrian and specialized transportation projects,
- Provide transportation services including assistance to stranded motorists, carpool and vanpool matching and other transportation demand management services.

FINAL FILING DEADLINE

**By 3:00 p.m. Friday
January 30, 2026**
(Priority Screening)

CONTACT US

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sccrtc.org



EXCITING CHANGES & PLANNING WITH PURPOSE

Big things are happening at SCCRTC! We're leading the way with innovative planning and programs that will shape the future of transportation in our community. The RTC is known for being a statewide leader in planning for active transportation, innovative transit solutions, and climate resiliency. Our achievements reflect our commitment to innovation, sustainability, and improving the quality of life for our region. Further, the RTC has undergone an organizational transformation to invest intentionally in its people, its culture, and how it delivers transportation solutions to the community. Over the past several years, the agency has undertaken meaningful organizational development efforts, including restructuring to better align operations with our mission, expanding career development, and modernizing internal practices to support collaboration, accountability, and innovation. These changes have strengthened our workplace culture grounded in continuous improvement and shared purpose, where employee voices are valued and professional growth is the standard.

KEY RESPONSIBILITIES

Transportation Planner I

Transportation Planner I is the entry-level professional classification in the transportation planning series. Under supervision, incumbents assist staff in implementing transportation planning studies, programs, and contracts for the Regional Transportation Commission (RTC).

Duties and Responsibilities include:

- Assist Transportation Planners and other staff with transportation planning programs, studies, and consultant contracts.
- Implement and maintain ongoing programs with direction.
- Conduct research, data collection, and basic analysis.
- Prepare maps, graphics, reports, surveys, and other planning materials.
- Maintain and update GIS data and produce maps and related documents.
- Support public outreach efforts, including public meetings, workshops, and community events.
- Prepare and distribute advisory committee meeting materials and provide logistical support.
- Professionally receive and route public inquiries and input to ensure appropriate agency response.
- Assist with grant applications and transportation fieldwork.
- Perform routine transportation planning and administrative duties.
- Perform other related RTC program duties as assigned.

Transportation Planner II

Transportation Planner II is the journey-level classification and performs the full range of professional transportation planning work with greater independence. This classification builds upon the duties of Transportation Planner I and includes increased responsibility for project coordination, technical analysis, and interagency collaboration.

Additional Duties and Responsibilities include:

- Perform project functions such as setting milestones, monitoring



KNOWLEDGE AND ABILITIES

- Principles, practices, and emerging trends in transportation planning, policy, capital projects, and land use.
- Public policy development, public administration, and public agency governance, including basic knowledge of the legislative process.
- Transportation funding programs, policies, rules, and requirements, including grant development and administration at the local, state, and federal levels.
- Project management principles, including scope development, budgeting, consultant management, task assignment, and oversight of work products.
- Frameworks for integrating technical analysis and policy considerations to support informed decision-making.
- Sources of transportation data, data acquisition methods, and analytical techniques appropriate to project needs, including performance measurement and evaluation.
- Travel demand modeling principles and practices, including operation and maintenance of four-step models using a TransCAD platform.
- Geographic Information Systems (GIS), including spatial analysis, static and web-based map production, and web application development using ArcGIS or similar software.
- Contemporary quantitative analysis techniques, including mathematical calculations, data interpretation, and preparation of tables, graphics, and reports.
- Principles of hazardous materials transportation, environmental risk assessment, and remediation practices as applicable to transportation facilities.
- Office practices and procedures, including business correspondence, record keeping, filing systems, and use of shared and cloud-based file management systems.
- Proficiency with Microsoft Office 365, Microsoft Teams, spreadsheets, databases, and related productivity tools; familiarity with Adobe software.
- Ethical and responsible use of artificial intelligence tools to support professional work.
- Principles and practices of public communication, including media relations, outreach, and basic advertising concepts.
- Ability to conduct research; analyze information; develop, apply, and monitor transportation system performance measures; and formulate recommendations.
- Ability to communicate professionally and respectfully, both orally and in writing, using proper business English, grammar, spelling, and punctuation.
- Effective time management, organization, teamwork, and leadership skills.
- Ability to maintain accurate records and manage multiple priorities.
- Ability, for some positions, to perform fieldwork, including occasional lifting and use of common tools.

progress, conducting analysis, and organizing outreach activities.

- Coordinate with regional, state, and federal agencies; advisory committees; local jurisdictions; and appointed officials.
- Prepare, monitor, and administer grant applications and contracts.
- Interpret transportation policies in the review of development proposals and environmental documents.
- Prepare and deliver presentations to community groups, advisory committees, and the RTC.
- Develop and implement work plans and project schedules.
- Apply analytical and forecasting techniques to support transportation planning programs.
- Operate, maintain, and update the Santa Cruz County travel demand model, including network and land use data.
- Support model calibration, validation, and regional modeling coordination.
- Develop, maintain, and update GIS databases and mapping products.

Transportation Planner III

Transportation Planner III is an advanced-level classification that performs complex transportation planning work and provides professional recommendations to inform RTC decision-making. This level includes responsibility for leading studies, managing contracts, and overseeing project teams.

Additional Duties and Responsibilities include:

- Lead transportation planning studies, including feasibility analysis, scoping, scheduling, stakeholder coordination, and funding oversight.
- Research, compile, and analyze transportation data and policy to evaluate program impacts and effectiveness.
- Prepare technical reports and presentations for decision-makers and stakeholders.
- Develop, administer, and oversee consultant and interagency contracts, including invoice compliance.
- Prepare grant applications to support planning and capital project implementation.
- Review partner agency initiatives and prepare RTC comments and correspondence.
- Solicit and integrate input from policymakers, the public, and other stakeholders.
- Provide oversight and work direction to project teams consisting of staff, consultants, and contractors.

Transportation Planner IV

Transportation Planner IV is the senior-level classification in the transportation planning series. This position operates with a high degree of independence and autonomy and provides leadership in the development and implementation of complex transportation studies, programs, and funding strategies. This classification fulfills California Transportation Commission requirements for long-range transportation planning and provides work direction to less senior planning staff.

Additional Duties and Responsibilities include:

- Manage complex planning studies and multidisciplinary project teams, ensuring quality and timely completion of deliverables.
- Prepare final grant applications for planning studies and capital projects.
- Develop and update RTC budget and work program materials and prepare reports for partner agencies.
- Provide oral and written reports and recommendations to the RTC and advisory committees at key decision points.
- Lead consultant procurement and contract management, including RFP development, proposal evaluation, budget oversight, and work product review.
- Design and implement comprehensive public engagement strategies using multiple communication platforms.
- Represent the RTC as a liaison to local, regional, state, and federal agencies, legislative bodies, and interagency committees, including occasional testimony.
- Assist in developing, administering, and updating RTC policies, procedures, and guidelines.
- Monitor and analyze state and federal legislation affecting transportation programs and funding.
- Monitor Environmental Health Services activities related to hazardous waste issues in the rail corridor.

SALARY

Transportation Planner I:

\$7,250.33–\$9,175.57 per month

Transportation Planner II:

\$7,980.41–\$10,094.93 per month

Transportation Planner III:

\$9,359.45–\$11,843.52 per month

Transportation Planner IV:

\$10,397.78–\$13,154.06 per month

BENEFITS

- CalPERS health benefits 90–95% paid by RTC
- Dental 100% paid by RTC
- Vision employee covered by RTC
- Option for 457 Plan
- Generous PTO
- 12.5 Paid Holidays
- Floating Holiday
- Employee Commute Benefit



TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities listed above is qualifying. A typical way to obtain the knowledge and abilities would be as follows:

Transportation Planner I

Possession of a Bachelor's Degree from an accredited college or university with a major in planning, urban studies, public administration, geography, environmental studies, marketing, transportation engineering or a closely related field or; two years of experience in a public or private land use or transportation agency/firm, other public agency, or as staff or a public official, plus completion of 12 semester units of college coursework in planning, urban studies, public administration, geography, environmental studies, marketing, transportation engineering or a closely related field, or; One year of professional experience in public administration, marketing, grants administration, legislative analysis, budget analysis or a closely related field or; One year of professional planning or resource planning experience.

Transportation Planner II

Transportation Planner I requirements plus: One year of transportation planning experience or possession of a Master's Degree from an accredited college or university with a major in planning, transportation, engineering or a closely related field that included an internship in a public planning agency; or two years of professional planning or resource planning experience; or two years of professional public administration, marketing, grants administration, legislative analysis, budget analysis, transportation financing or a closely related field which included one year of involvement in congestion management, long range transportation planning, transportation funding or programming or planning for a specific transportation mode.

Transportation Planner III

Transportation Planner I and II requirements plus: Two years of journey level transportation planning experience; or, One year of journey level transportation planning experience and possession of a Master's Degree from an accredited college or university with a major in planning, transportation, engineering or a closely related field that included an internship in a public planning agency; or Two years of professional of project leadership, professional experience in: principles, practices and trends of transportation planning, grants administration, legislative analysis, transportation budget preparation principles and practices, congestion management, long range transportation planning, transportation funding or programming.

Transportation Planner IV

Transportation Planner I-III requirements plus: At least two years of advanced journey level transportation planning experience which has included management of a project team and administration of transportation grants and contracts.

SPECIAL REQUIREMENTS

A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director. Be able to lift up to 50 lbs.

WORK ENVIRONMENT

The position requires work at a computer/video display terminal and desk for extended periods of time. May require travel to various locations. May require work in evenings and weekends. The RTC is currently offering a hybrid work mode but must be willing to work a schedule with significant time in the office. Flexible work schedules are subject to change.

APPLICATION PROCEDURES

A completed job application, supplemental application, cover letter and resume must be submitted BY **3:00 P.M. ON FRIDAY JANUARY 30, 2026, FOR PRIORITY SCREENING. THESE POSITIONS ARE OPENED UNTIL FILLED.** Submit your application using the RTC website portal: [Working with the RTC - SCCRTC](#). Application submissions received after the application screening date will be reviewed at the discretion of the Human Resource Office. Materials submitted become the property of RTC and will not be returned.

For assistance or if you require an accommodation, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday.

The RTC will not fax application materials.