EMPLOYMENT OPPORTUNITY
Valley Metro RPTA

Planning Internships

Valley Metro is an Equal Opportunity Employer

SALARY
$14.00 Hourly

FLSA: Non-exempt position, eligible for overtime compensation.

OPENING DATE: 04/06/21

CLOSING DATE: 04/23/21 05:00 PM

SUMMARY:

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

The Valley Metro Planning Internship is designed to provide an introduction to various aspects of transportation planning, design, GIS, and capital development at a public transportation agency. Each internship will be up to 12 months in length and begin July 1, 2021. Multiple positions may be filled, each of which may have a focus taken from among those listed below. The position will perform pre entry-level professional work as outlined below:

Capital Planning and Development: providing support for long-range transit planning activities, transit oriented development efforts and assisting in research and preparing planning documents.

Service Planning: providing support for short-range transit planning activities, demographic and service data collection and analysis, investigating and responding to citizen suggestions and complaints and assisting in research and preparing planning documents.

These internships are part-time temporary (Commitment to work up to 19.5 hours per week during the school year) for up to 12 months. Some positions may be limited to the summer months only. Schedules are flexible to accommodate full-time course load. Additional hours up to 40 hours per week may be available during the summer months).

MINIMUM QUALIFICATIONS & REQUIREMENTS

Currently enrolled in a Bachelor's or Graduate Degree program in Urban Planning, Geography, GIS, Environmental Planning, Public Administration, Sustainability or a related field. Students currently enrolled in a Graduate Degree program preferred.

Background Investigation:
Employment is contingent upon the results of a background check.

Licenses and Certifications:
Some positions may require
--Valid Driver's License

REQUIRED FORMS AND DOCUMENTS:

Cover Letter

Resume - Include all experience in your resume related to this position. Include dates of employment and hours worked per week, in addition to the duties of the position. Include a list of all relevant extracurricular activities including community services/volunteer, professional organizations, school activities and honors.

References - Name, email address and telephone number of one graduate advisor or instructor.

Copy of Transcript - Undergraduate and graduate transcript to date (unofficial transcripts will be accepted). Priority will be given to Applicants with GPAs of 3.0 or better.

EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS

The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

Assists in studies or research associated with public transportation planning and development activities;

Assists in preparation of short-term special studies;

Provides technical assistance with bus, rail and paratransit service, sustainability, accessibility and/or capital planning and development;

Investigates citizen suggestions and comments;

Performs public transportation-related research, including site visits/field work;

Assists in preparation of maps, graphics and other materials for meetings, reports, etc.;

Performs peer city research on various public transportation issues;

Assists in collecting, collating and disseminating data;

Participates in public meetings on public transportation programs and related issues;
Meets with stakeholders in future rail corridor project areas;

Works with Valley Metro, city staffs and consultants on public transportation planning and development issues;

Coordinates activities with other internal divisions;

Independently works on assigned task and projects;

Performs other duties of similar nature and level as assigned.

Knowledge and Skills:

Knowledge of:
Principles and practices related to: Transit or transportation planning, sustainability, environmental planning, general planning, transit oriented development, or GIS.
Report preparation methods.
Customer service principles.

Skill in:
Conducting studies and research.
Statistical analysis.
Preparing a variety of business correspondence and reports.
Providing customer service.
Using a computer and related software applications, especially software related to the area of interest.
Analyzing, evaluating, and identifying complex planning, design, construction and/or communication issues.
Coordinating activities between multiple departments.
Communicating in order to interact with coworkers, supervisor, partner agency staff and the general public at a level sufficient to exchange or convey information and to receive work direction.
Proficient in Microsoft Office (Outlook, Excel, PowerPoint, Word, etc.) required.
Knowledge of GIS and/or script/macros programming preferred for some areas of interest.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing and seeing. Valley Metro complies with ADA / EEOC requirements with respect to reasonable accommodation for people with disabilities.

Work Environment:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

APPLY DIRECTLY ONLINE AT: http://agency.governmentjobs.com/valleymetro/default.cfm