



TRANSIT PLANNER INTERN – TEMPORARY PART TIME

OPEN TO STUDENTS ONLY – PAY RATE: UP TO \$20.00 PER HOUR

OPEN UNTIL FILLED

THE JOB:

OmniTrans, provider of public mass transit for the San Bernardino Valley, is recruiting for a temporary part-time Transit Planner Intern to assist the Planning Department in a wide variety of transit planning duties, including writing plans, reviewing and editing plans, conducting research, and preparing reports. This is an invaluable opportunity for students who are pursuing a career in transit or transit planning to gain paid work experience. The duties may include, but not be limited to, the following:

- Writes, reviews, and edits draft plans, reports, grant funding proposals, or other documents.
- Analyzes data such as data from fareboxes, marketing surveys, onboard surveys, origin/destination surveys, operations management reports, financial reports, census data, and prepares comprehensive analyses and statistical reports.
- Collects original data, such as passenger counts, on-board surveys, and field surveys.
- Conducts analysis using Excel, Access and other programs or software packages.
- Conducts research and compiles resources for best practices in public transit and related fields.
- Assists with public outreach, including public hearings and answering questions from the public.
- Gives presentations of reports or analysis to staff committees and other groups as needed.

THE REQUIREMENTS:

The successful Intern will be a full-time or part-time student at a college or university, interested in pursuing a career in transportation or community planning. Candidates must be in good academic standing (minimum 3.0 overall GPA). Experience using MS Word is highly desirable. Students must submit a cover letter that contains their professional areas of interest, experience and how this internship would be beneficial to their future career. The successful Intern will have exceptional reading, writing, comprehension and editing skills. They will also possess computer, organizational, and communication skills; and a strong desire to learn. No public transportation work experience required. Interns must be available to work at least 10 hours per week during regular business hours of OmniTrans; between 8:00 a.m. to 5:00 p.m.

THE SELECTION PROCESS:

Consists of an evaluation of education as described on the application and college transcripts attached to the application. Only the most competitively qualified candidates will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to compete in the process. The selection process may consist of a written examination, an oral interview, background/criminal investigation and pre-employment physical examination with drug screening. Failure to submit a complete and accurate application with the required cover letter and transcripts at the time of filing will result in your ineligibility for consideration. Further information and applications can be obtained at OmniTrans, 1700 W. 5th St., San Bernardino, CA 909/379-7260 or visit our website at www.omnitrans.org.

EOE/AA