



**The Association of Monterey Bay Area Governments invites applications for the position of:**

**Planner/Associate/Senior Planner**

**Open Until Filled. Hiring for 2 Positions.**

The Association of Monterey Bay Area Governments (AMBAG) AMBAG's mission is to provide strategic leadership and services to analyze, plan, and implement regional policies for the benefit of the cities and counties of Monterey, San Benito and Santa Cruz. Balancing local control with regional collaboration, AMBAG was organized in 1968 and formed as a Joint Powers Authority (JPA). It is governed by a 24- member Board of Directors comprised of elected officials from each city and county. AMBAG is the region's federally designated Metropolitan Planning Organization (MPO) and a Council of Governments (COG) for Monterey and Santa Cruz Counties.

Among its many duties, AMBAG is responsible for developing federally required the region's Overall Work Program (OWP), Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP), as well as developing and maintaining the region's travel demand forecasting model. AMBAG also prepares the regional housing, population, and employment forecasts. These forecasts are utilized in a variety of regional and jurisdictional plans. Funding for the organization comes primarily from federal and state grants. A small, but critical, component of AMBAG's funding is derived from annual member dues. Membership and participation in AMBAG is voluntary.

**The Position**

Under the general direction of the Director of Modeling or the Director of Planning, this position will perform a wide variety of professional and technical planning assignments, including preparation and maintaining of the Metropolitan Transportation Improvement Program (MTIP), Overall Work Program (OWP), data and analysis support for the regional travel demand model, long range transportation planning, economic development, land use, housing, environmental, and sustainability. This is a professional position that will support development and maintenance of the MTIP and OWP for AMBAG. The position requires an individual with interest and flair for data analysis and management, strong attention to detail and an aptitude for using graphics and visual communication methods to summarize and convey technical results. The position also requires a collaborative team perspective and an ability to work with and within diverse groups. The position will also manage planning grant projects and participate in the activities and operations of major regional planning programs and projects; coordinate assigned activities with other AMBAG functions, committees, and outside agencies, and provide responsible and complex professional support to higher level management.

## **Job Responsibilities**

- Preparation of the Metropolitan Transportation Improvement Program (MTIP), including:
  - Collect, develop, maintain, and analyze information required for the MTIP, including CTIPS, the FSTIP database, annual obligation report, MTIP financial summary table, other reports and documentation.
  - Review transportation improvement projects for programming and funding and add/maintain data in CTIPS database of funded projects.
  - Review program information and work with implementing agencies to ensure consistency with their programs as reflected in the MTIP.
  - Help track project scopes, costs and milestones, and project/MTIP amendments.
  - Coordinate assigned projects, programs, and activities with other AMBAG projects, programs and activities, as well as with member jurisdictions, transit agencies, Caltrans, FHWA, FTA, external organizations, and the public.
- Support air quality conformity analysis and other technical analysis as needed, related to project evaluation and prioritization activities.
- Develops and maintain policies and procedures related to Overall Work Program (OWP) and Grants management, including:
  - Coordinate the development and administration of the Overall Work Program budget for assigned activities; prepare budgetary adjustments as necessary.
  - Research, identify, and apply for grants and manage post-award funding.
  - Technical support to agency staff regarding grant applications and compliance.
  - Agency-wide grant compliance, monitoring and reporting.
  - Track and forecast revenues and expenditures.
- Obtain and analyze Census, employment and demographic information at the local, county, and regional levels.
- Assist in the development of and/or manage major regional transportation, land use, housing, and sustainability programs and projects, including updating the MTP/SCS, the Regional Housing Needs Assessment, population and employment forecasts, land use and economic development studies, housing and sustainability planning and programs, goods movement transportation plans, and subregional transportation planning studies.
- Grant administration for the Regional Early Action Planning (REAP) Program.
- Plan, manage, and coordinate assigned planning projects within the OWP; meet with management staff to identify and resolve problems; review and evaluate work methods and procedures.
- Present planning projects to the AMBAG Board, other committees, elected officials, and outside agencies; explain and interpret planning projects, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

- Oversee the administration of contracts with contractors, engineers, planners, and consultants in support of assigned program activities; evaluate quality of products and approve contractor payments.
- Research, interpret and apply land use, environmental, housing, climate change, transportation, and general planning laws and regulations to ensure compliance.
- Review and develop, as needed, proposed state and federal legislation in support of AMBAG's programs, objectives, and plans.
- Coordinate planning project activities with those of other AMBAG functions and outside agencies and organizations.
- Provide staff assistance to higher level management; prepare and present staff reports and other necessary correspondence.
- Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional transportation programs.
- Respond to and resolve difficult and sensitive inquiries and complaints.

### **Experience and Qualifications**

The minimum education, training, and experience qualifications include a bachelor's degree with major course work in regional, transportation, or environmental planning, public or business administration, or a related field, and a minimum of one to seven years of increasingly responsible, professional, urban and transportation planning experience preferably at the state, regional, and municipal level. An advanced degree in Geography, urban planning or related field is desirable and may substitute for up to one year of relevant experience. The candidate will be classified as Planner, Associate, or Senior Planner depending on qualifications and experience.

This position requires an individual with competence in transportation planning and analysis methods, as well as above average computer skills. Experience with spreadsheet, database and GIS software is required. Good written and verbal communication skills are essential. Applicants should have a working familiarity with metropolitan planning under current federal transportation and air pollution requirements.

The following information describes the specific types of career experiences that are most relevant to this position. Additional duties may also be assigned and be essential to the successful performance of this position:

- Demonstrated knowledge of the principles, practices, and techniques of regional planning in the areas of transportation, land use, the natural environment, economic analysis, social equity analysis, housing, inter-governmental coordination, and other program areas; knowledge of organizational and management practices utilized in the analysis and evaluation of regional planning services.
- Demonstrated ability to develop, implement, and administer goals, objectives, and procedures for completing assigned projects and programs.
- Demonstrated ability to resolve complicated problems, work with or in difficult situations, and meet goals and objectives of the organization in a timely manner and within budget.

- Demonstrated ability to establish and maintain effective working relationships with those contacted in the course of work including agency and other government officials, community groups, the public, and media representatives; and gain cooperation and consensus through discussion and persuasion.
- Excellent written and oral presentation skills and the ability to effectively communicate to a variety of audiences including elected officials, technical staff, and the general public; ability to prepare clear and concise management and administrative reports.
- Knowledge of principles and practices of metropolitan planning and transportation, land use, housing and sustainability planning
- Demonstrated knowledge of comprehensive regional planning and governance processes and issues; understanding of recent developments and current trends related to regional planning.
- Experience with data analysis and database management
- General understanding of GIS and demographic data analysis.
- Working knowledge of the Windows computer operating system and experience using the Microsoft Office Suite, graphic design software, conducting research on the Internet, and other PC-based applications.
- Possession of a valid California driver's license is required.

### **Benefits**

AMBAG provides a comprehensive compensation package. Competitive salaries are supplemented with a generous offering of medical, wellness, education, retirement, and time-off benefits to meet the work and life needs of employees and their families.

The monthly salary range for the position is:

Planner: \$5,429 - \$7,302

Associate Planner: \$6,142 – \$8,261

Senior Planner: \$7,510 - \$10,100

Our benefit package includes the following:

- Retirement – CALPERS 2% at age 55. For employees new to CalPERS, it is 2% at 62%.
- Medical Insurance –Health, Dental, and Vision. AMBAG pays the full cost of employee only coverage and contributes \$100 per month for dependent coverage.
- Life, Accidental Death & Dismemberment, and Long Term Disability - paid in full by AMBAG.
- Sick Leave – 12 days per year.
- Holidays – 11 holidays and 2 floating holidays per year.
- Vacation – 80 hours to start, adjusted based on years of service.
- Employee Assistance Program (EAP) – Provides employees and eligible dependents short-term confidential counseling, legal services, and financial planning. Also provides access to health and personal topics and training.

- Flexible Spending Account – Employees can use pre-tax dollars to contribute to a medical reimbursement and/or dependent care account.
- CALPERS 457 Plan – Supplemental retirement plan is provided through CALPERS based on employee contributions (cannot exceed annual limitations).
- ING/ICMA-RC – A second supplemental retirement plan is provided through ING/ICMA-RC based on employee contributions (cannot exceed annual limitations).
- Working Advantage – Provides employees access to the working advantage network which offers a variety of discounts to online vendors.
- AMBAG participates in a 9/80 schedule where the office is closed every other Friday.
- AMBAG participates in Social Security and Medicare.

### **How to Apply**

We encourage all interested candidates to apply for this position by completing an AMBAG Employment Application form. Resumes, cover letters, and work samples may be submitted in addition to the Employment Application but are not a substitute for this document.

The Employment Application can be downloaded from the AMBAG website [www.ambag.org](http://www.ambag.org). Alternatively, a copy can be requested by calling (831) 883-3750 or emailing [info@ambag.org](mailto:info@ambag.org). Completed applications and related materials can be submitted via e-mail, fax (831) 883-3755, regular mail, or delivered by hand.

### **Application Supplement**

To help us further evaluate the skills and experience of individuals interested in this position, candidates are asked to prepare a statement summarizing their knowledge and experience with each of the elements listed in the Experience and Qualifications section of this job announcement. The information can be up to two pages in length and should be submitted with the application. This is considered a required component of the application; applications received without a response will be screened out of the selection process.

### **Candidate Selection and Notification**

Applications will be reviewed and evaluated, and the best qualified candidates will be invited to continue in the selection process.