

Dow & Associates

Phillip J. Dow, P.E., Owner
367 North State Street, Suite 206, Ukiah, CA 95482
(707) 463-1806

POSITION AVAILABLE: REGIONAL PROJECT COORDINATOR/TRANSPORTATION PLANNER

ASSOCIATE LEVEL:

Salary: 52,143 - \$66,742 DOQ

SENIOR LEVEL:

Salary \$60,485 - \$75,085 DOQ

Benefits include employer-paid medical & dental program; paid vacation; sick leave; 11 paid holidays; and an employer-paid SEP/IRA retirement program

We are recruiting to fill one project coordinator/transportation planner position at the Associate or Senior level, depending on experience and qualifications. This position requires a high level of interaction with the public, businesses, state and local governmental staff, and elected officials. The successful candidate will be responsible for coordinating with the cities and counties to ensure delivery of construction projects and the delivery of Planning Work Program products for two regional transportation planning agencies—the Mendocino Council of Governments and the Lake County/City Area Planning Council. There will be an emphasis on collecting and presenting data, managing projects, representing the agency at certain meetings, conducting studies, and preparing reports.

The successful candidate must be a self-starter and independent worker with excellent written and oral communication abilities. Proficiency in Microsoft Office products (Word, Excel, and PowerPoint) is a must. High productivity is expected from all Dow & Associates employees, and it is supported in a genuine team atmosphere.

Required Education: Bachelor's degree or equivalent from an accredited college or university with a major in planning, community development, urban design, engineering, or a related field. A Master's degree is desirable for the Senior Transportation Planner position.

Required Experience: Five years of increasingly responsible professional transportation and/or planning experience for the Senior position level. For the Associate position, at least two years of transportation and/or planning related experience is required. A California driver's license is also required.

Application Deadline: 5:00 p.m. July 6, 2018. Application will consist of a cover letter, a resume, and three work-related references. Send to Dow & Associates at the above address or (1) fax to 707-463-2212 or (2) email at fordm@dow-associates.com.

Lake & Mendocino Counties: Dow & Associates offices are in downtown Ukiah, in Mendocino County. Mendocino County has approximately 90,000 residents and is known for its wine grapes and redwoods. Lake County has a population of approximately 64,000. It is known as a recreational destination due to its largest resource, Clear Lake. With a long history of contracts in both counties, the successful applicant can expect to work on projects for both Mendocino Council of Governments and the Lake County/City Area Planning Council.