

## **Dow & Associates**

### **Transportation Planning**

367 N. State Street, Suite 206, Ukiah, CA 95482

707-463-1806

## **Position Available: TRANSPORTATION PLANNER**

### **ASSISTANT TRANSPORTATION PLANNER: Salary \$43,800 - \$58,400 DOQ**

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

We are recruiting to fill one transportation planner position at the Assistant level. This position requires interaction with Dow & Associates staff as well as limited interaction with the general public, businesses, state and local governmental staff, and elected officials. The successful candidate will assist Associate and Senior Transportation Planners in the delivery of the Work Program products for two regional transportation planning agencies: the Lake County/City Area Planning Council and the Mendocino Council of Governments. There will be an emphasis on collecting and presenting data, managing projects, conducting planning studies, and preparing verbal and written 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: Equivalent to a Bachelor's degree from an accredited college or university with a major in planning, community development, urban design, engineering, or a related field.

Required Experience: The Assistant Transportation Planner is an entry-level professional position. Although at least one year of experience in the field is highly desirable, candidates with minimal experience but with appropriate educational preparation will be considered. A California driver's license is also required.

Application Deadline: 5:00 p.m. September 12, 2008. 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 [dowp@dow-associates.com](mailto:dowp@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.