

Now Accepting Applications for

TDM Assistant
Transportation Demand Management Program

\$35.00 per hour (temporary grant-funded)

Part-time position, not to exceed 18 hours per week

Filing Deadline: Tuesday, March 29, 2017

El Cerrito

Hercules

Pinole

Richmond

San Pablo

Contra Costa
County

AC Transit

BART

WestCAT

THE POSITION

The West Contra Costa Transportation Advisory Committee (WCCTAC) is currently recruiting for a Transportation Demand Management Assistant for its Transportation Demand Management (TDM) program. Under supervision of the TDM Program Manager, this position assists with the implementation of subregional transportation management programs serving west Contra Costa County. The WCCTAC TDM program provides service to the residents and commuters of the region in coordination with the Countywide TDM program known as 511 Contra Costa. This is a temporary position that will extend to June 30, 2017 at a minimum, with the intent to extend further into the future, subject to grant availability.

The Transportation Demand Management Assistant will develop and administer small TDM projects and events, and support staff in the development, implementation, and management of a variety of TDM activities. The TDM Assistant will perform clerical duties, database management, and also participate in the development of public information and community involvement programs and projects, and employer/community outreach. Lastly they will review, compile and interpret data, and perform other related duties as assigned.

QUALIFICATIONS

- Knowledge and experience implementing transportation demand management strategies involving: bicycling, walking, transit, carpooling, and trip reduction programs with the goal of reducing vehicle miles traveled.
- Experience implementing effective promotional, public information, community outreach, and marketing efforts to change travel behavior with diverse audiences.
- Knowledge and experience applying the terminology, methods, techniques and resources used in implementing transportation demand management programs.
- Experience with program evaluation, including data collection procedures, methodology, and relevant software.
- Proficiency in Microsoft Word, Excel, PowerPoint, Outlook and other Microsoft Office applications.

SKILLS & ABILITIES

Excellent communication skills as shown by the ability to communicate both orally and in writing with peers and contacts in the public and private sector. Work in this class is typically performed in an office setting involving computer and telephone use, although some work is performed in a field environment. Incumbents are required to work outdoors in most weather conditions and may work alone in remote locations within West Contra Costa County. Significant time is spent in the field at events that have been planned, organized and set-up by TDM staff. Position requires

physically moving event equipment and materials; requires the ability to lift up to 50 pounds. The TDM Assistant is required to attend evening and weekend activities in West Contra Costa County.

EXPERIENCE AND EDUCATION

- Completion of a bachelor's degree in public administration, marketing, urban studies, transportation, or a closely related field.
- Minimum of one year of experience working in transportation/TDM operations.
- Possession of a VALID Class C California's Driver.
- Equivalent combination of education, training and experience.

THE APPLICATION / SELECTION PROCESS

Each applicant must submit a completed **application** and **supplemental questionnaire**, which can be obtained through our [website](#) or by contacting WCCTAC staff at 510-210-5930. Applications, questionnaires and resumes may be submitted by US Mail or by emailing to yjenkins@wcctac.org. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process.

For more information about WCCTAC or the position, visit our website at <http://www.wcctac.org/>