

**CITY OF PORTLAND**  
Equal Opportunity Employer  
**CSA II – Transportation Planning**

**Description of Duties:**

One or two temporary positions assisting transportation planners in the Portland Office of Transportation on a combination of transportation policy work, including Central City planning, pedestrian planning, regional transportation planning, long range planning, bicycle planning, and work on Streetcar projects. Tasks involve policy analysis of bicycle, pedestrian, transit, parking, auto access and circulation issues and streetscape planning. Specific duties include: analyzing transportation modeling data in Excel and ArcMap Geographic Information System; researching existing relevant plans and policy documents; collecting transportation system related data in the field; data entry; managing large data sets; querying transportation asset data layers in ArcMap; analyzing and displaying spatial data in ArcMap; working with census data and other data sets; summarizing findings; assisting with committee meetings; taking notes and documenting public comments.

**Requirements/Skills:**

Knowledge of urban and regional planning principles, specifically transportation planning preferred but not required. Excellent organization, communication and analysis skills. Ability to work independently. Knowledge of and experience working with ArcMap and Microsoft Office, particularly Word, Excel and PowerPoint. Knowledge of and experience working with graphic design software such as Adobe Photoshop and Illustrator desirable but not required.

**Compensation:** \$11.52 - \$20.99 per hour based on experience.

**Work Schedule:** Flexible hours between 8:00AM and 5:00PM and some evening meetings. 20 to 40 hours per week. This is a temporary CSA II position with a maximum of 1,200 hours in a calendar year.

**Submittal Deadline:** 4:30 PM on Friday, October 10, 2008

**Application Submittal:** Please submit a resume and cover letter (hard copy or email).  
Attention:

Judith Fouts  
Transportation Planning  
1120 SW 4<sup>th</sup> Avenue, Room 800  
Portland OR 97204  
[judith.fouts@pdxtrans.org](mailto:judith.fouts@pdxtrans.org)