



The City of San Mateo Public Works Department is looking for a qualified Assistant/Associate Transportation Planner.

Why Join our Department?

When you join the Public Works Department, you will work among collaborative and energetic colleagues who share a passion for serving our San Mateo citizens and improving the community in which we live and work. Public Works is a diverse department comprised of the Capital Improvement Program, Field Maintenance, Regulatory Compliance, Transportation, Clean Water Program, Data Management, Facilities and Fleet and Wastewater Treatment divisions. Our team is comprised of individuals with diverse talents and experience in various fields. We will provide you with a wide range of opportunities in a team-based collaborative environment while helping you achieve your professional goals. Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes within the City's mission, values and organizational principles that we are seeking in the candidates.

Look to some of the reasons why the City of San Mateo is a great place to work:

https://www.youtube.com/watch?v=GTIzeSpc_g

What You'll Do

The Assistant/ Associate Transportation Planner performs professional transportation planning work; conduct and review transportation impact studies; prepare plans, studies, and reports; and to do related work as required.

Assistant Transportation Planner - The Assistant Transportation Planner is an entry level class in the transportation planning series. This class is distinguished from the Associate Transportation Planner by the performance of the less complex tasks and duties assigned to positions within the series including assignments in the fields of multi-modal transportation associated projects, master plans, specific plans, policies, and programs. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence. Since this class is typically used as a continued training class, employees may have only limited work experience. This classification receives general supervision from the Parking Manager, or a higher-level position.

Associate Transportation Planner - The Associate Transportation Planner is a journey level class that performs duties relating to multi-modal transportation and associated projects, master plans, specific plans, policies, and programs. This class is distinguished from the Assistant Transportation Planner by the performance of the full range of duties as assigned including complex plans review, policy development, and advance report preparation. This position requires a high degree of independent judgment exercised on diverse and specialized assignments. It is further distinguished by its major program management responsibilities. This classification receives general direction from the Parking Manager, or a higher-level position. May exercise technical and functional supervision over lower-level staff as assigned.

Depending upon assignment, duties may include, but are not limited to, the following:

- Review and analyze land development projects including but not limited to VMT, TDM, LOS, parking compliance and other transportation related issues.

- Assist the day-to-day operations of the City's 3,000+ on and off-street public parking spaces in downtown San Mateo along with public parking spaces in other commercial areas such as 25th Avenue. Duties may include customer service for commercial parking areas, ordering parts for paid parking equipment, evaluating monthly permit parking programs and making policy recommendations, ensuring that signage in restricted parking areas is in good condition and correct for the restriction needed.
- Evaluate and make recommendations on technical aspects of transit planning, capital, or operating projects involving various transit modes such as rail, auto traffic, bicycle and pedestrian transportation and paratransit parking.
- Participate in the development of policies, procedures, and operational actions related to effective parking management, including periodic review of parking related policy issues such as rates, time limits, enforcement hours, loading zones, and other issues.
- Assist or lead in The City's Residential Parking Permit Program and downtown parking permit program. Duties may include responding to resident inquiries, evaluating new RPPP program area applications, conducting parking occupancy studies, assisting in permit data analysis, establish new public/private lease agreements and participating in community meetings.
- Provide recommendations resulting from the analysis of alternative transportation system improvements; forecast and prepare transportation capital improvement program project lists.
- Assist in the compliance of the circulation element of the General Plan, and the City's component of any county or regional transportation plan; provide information and technical support necessary for the development of the City's Transportation Demand Management program.
- Prepare and/or review reports and studies related to the functioning, improvement and impacts on the transportation system. This may include the evaluation of alternative network improvements and the impacts of proposed or forecasted land development projects.
- Provide support for grant-funding to deliver transportation capital improvements projects, in coordination with Caltrans, San Mateo County Transportation Authority, Metropolitan Transportation Commission, and other agencies; identify and pursue grant funding opportunities in support of transportation related goals for the City.
- May review and check the work of subordinate personnel on specific projects for technical accuracy. May obtain consultants and manage consultant contracts.
- Work with other jurisdictions, congestion management agencies, citizens, business, or professional organizations as necessary.
- Assist other sections, divisions, or departments on matters related to transportation planning.
- Develop requests for proposals for parking services, equipment, and technology in coordination with the Police Department.
- Prepare administrative reports and make presentations to the Sustainability and Infrastructure Committee, City Council, various committees, and advisory boards as directed.
- Research and draft ordinances and policy for review.
- Prepare initial studies; coordinate the preparation or review of environmental impact reports; participate in coordinating City planning activities with outside departments.
- Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
- Perform related duties as assigned.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org

Who You Are

Assistant Transportation Planner:

- You possess knowledge of general principles, practices and techniques of transportation operations and planning; State, Federal and Local laws and regulations related to transportation planning functions; concepts and terminology related to transportation planning; research methods and techniques; and contemporary transportation, environmental and land use issues.
- You possess the ability to review and evaluate site and land development plans to determine their consistency or compatibility with transportation design and operational standards, and to recommend improvements or modifications; conduct and monitor studies or projects related to transportation planning, impacts, operational and capacity analysis, complete streets analysis, parking, transit or associated topics; coordinate work and projects with other city, county, regional and state transportation planning agencies, and with other departments and divisions within the city; use applications of multi-modal travel demand models; formulate technical analysis and prepare documents necessary to implement a transportation fee program; learn applicable environmental laws and regulations, and methods of assessment; analyze and compile technical and statistical information and prepare reports; learn computer systems and software related to planning functions; communicate clearly and concisely, both orally and in writing; and establish and maintain cooperative working relationships with those contacted in the course of work.

Associate Transportation Planner: (In addition to Assistant Transportation Planner requirements)

- You possess knowledge of parking operation and theory; current theory and application of travel demand forecasting models; administrative, legal, and technical processes involved in a transportation impact fee program; transit, paratransit, ridesharing, and transportation demand management techniques; department mission, organization, policies, and procedures; and sources of funding for transportation programs.
- You possess the ability to perform complex professional transportation planning work with minimum supervision; provide lead direction and training to lower-level staff; present to City Council, Sustainability and Infrastructure Commission and various other public forums; and recommend effective courses of action.

What You Bring

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Assistant Transportation Planner:

- *Experience:* One year of professional level experience in planning or engineering. A Master's degree from an accredited college or university in urban planning, transportation planning, or other closely related field is highly desirable and may be substituted for one year of required experience.
- *Training:* Equivalent to a Bachelor's degree from an accredited college or university in Planning, Transportation Planning, Civil Engineering, Traffic Engineering, Environmental Studies, Public Policy, Business or Public Administration or a closely related discipline.

Associate Transportation Planner:

- *Experience:* Two years of professional planning experience comparable to that of an Assistant Transportation Planner in the City of San Mateo.
- *Training:* A Master's degree from an accredited college or university in urban planning, transportation planning, or other closely related field is highly desirable and may be substituted for one year of required experience.

Bonus Points (highly desirable)

- Experience presenting to various governing bodies and community settings is highly desirable.
- Experience in policy development is highly desirable.

What We Offer

Salary: Assistant Transportation Planner - \$8,636 - \$10,298/month; Associate Transportation Planner - \$9,498 - \$11,321/month

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.34% to CalPERS and New members contribute 7.5% to CalPERS with participation in the Social Security Program
- City contribution of 0.5% and a 0.5% City match to Deferred Compensation
- City contribution of 1.0% to Retirement Health Savings
- Bilingual Differential \$195 monthly (if applicable)
- Employee housing loan up to \$7,500 for home purchase or rental move-in assistance in the City of San Mateo
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program, and Credit Union Membership
- This position is represented by the San Mateo City Employees' Association Unit.

Are You Ready? Apply.

Submit an online application, résumé (*required*), and supplemental questionnaire at <https://www.calopps.org/city-of-san-mateo> or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Sunday, November 9, 2025 @ 11:59 p.m. OR upon receipt of the first 50 applications and supplemental questionnaires**, whichever occurs first.

Examination Process

All applications, résumés (*required*) and supplemental questionnaires received will be reviewed for minimum qualifications. A fully completed application is required; a resume does not replace the information required on the employment application, including work history. Applications with "see résumé" as a substitution for the work experience description, those with none or unclear current/past employment information, or those with insufficient information to evaluate possession of minimum qualifications will not be considered; missing information cannot be assumed. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which may consist of an oral panel interview, written exercise, or in the form of a practical demonstration of skill and ability, or any combination of these; **a Zoom oral panel interview is tentatively scheduled for Tuesday, December 2, 2025.**

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least six months with the possibility of an extension for an additional six months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – October 17, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org.

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify ldoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
ASSISTANT/ASSOCIATE TRANSPORTATION PLANNER**

Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. (Questionnaire responses must be submitted with the employment application.)

1. Describe your experience in transportation planning and parking management. What interests you most in this field?
2. Describe your experience managing a program or project. What was a key challenge you faced, and how did you resolve it?
3. Describe a time when you led or contributed to a public engagement outreach effort for a transportation project. What was your specific role, and how did it demonstrate your skills in stakeholder communication and collaboration?