



## City of Sunnyvale Transportation Planner

<b>SALARY</b>	\$61.61 - \$78.63 Hourly	<b>LOCATION</b>	Sunnyvale, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	25-00103
<b>DEPARTMENT</b>	Public Works	<b>DIVISION</b>	Transportation and Traffic
<b>OPENING DATE</b>	07/08/2025	<b>CLOSING DATE</b>	8/5/2025 5:00 PM Pacific

### Description

#### **TRANSPORTATION PLANNER**

#### **Regular Full-Time Employment Opportunity**

**The final filing date is Tuesday, August 5, 2025 by 5:00 pm.**

Work for the City of Sunnyvale: The Heart of the Silicon Valley.

The City of Sunnyvale is seeking a Transportation Planner to help keep the Sunnyvale transportation network safe and efficient while planning for future growth. The position will mainly develop, launch, and manage the City's new citywide microtransit service. This includes coordination with the microtransit/shuttle service provider, with the internal Communications team on branding and marketing, and the grant program administration agency. The position will also respond to citizen concerns and comments about the service, perform outreach related to the service, manage the program budget, ensure grant program requirements are met, and look for grants for future program funding.

Under general direction, this position may also assist in current and long-range transportation planning for the City. The position may also manage and review land development traffic studies; perform level of service analyses for intersections and arterials using computer models like Synchro, and Vistro; apply for grant funds; and perform other duties as assigned.

The City is seeking a Transportation Planner with strong project management, analytical, technical and problem-solving skills, along with proficient oral and written communication skills. The successful candidate will have an excellent ability to effectively work with cross-functional teams; the ability to prioritize and deliver results in a constantly changing environment; and a proven ability to establish effective working relationships with customers, co-workers and vendors.

The City of Sunnyvale offers:

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute

- Retiree medical benefits available

Under general direction, participates in the formulation and development of comprehensive City plans involving local and regional transportation issues and their impact upon the economic viability and development of the City; manages the City's transportation demand management program; and performs other duties as assigned.

## **DISTINGUISHING CHARACTERISTICS**

Members of this classification require a thorough knowledge of rules, regulations, codes, and issues involved in transportation planning. Incumbents report to the Transportation and Traffic Manager in the Department of Public Works. It is distinguished from the planner job family (Assistant Planner, Associate Planner, Principal Planner) which report to the Community Development Department and which focus on land use issues within the City.

## **Essential Job Functions**

*(May include, but are not limited to, the following):*

- Evaluate technical proposals, review and/or conduct studies relating to the financial and political impact of land use for regional transportation issues.
- Support the City's liaison efforts with County, regional, and State agencies involved with transportation planning.
- Support the City's liaison efforts with representatives of other government agencies, major local industries, and citizen groups to discuss traffic issues.
- Act as advisor to departments and divisions within the City on matters related to transportation planning.
- Provide staff support to City advisory committees, as assigned.
- Review and recommend improvements to City traffic programs, projects, systems, and policies.
- Participate in current and long range transportation and traffic planning activities.
- Conduct studies on specialized and complex transportation planning and operational issues.
- Assist with implementation, updating and reporting of the City's Climate Action Playbook (CAP).
- Oversee the Transportation Demand Management (TDM) program including review, approval, modification and monitoring of plans from private developments to achieve reduction in vehicle miles traveled.
- Direct, coordinate or personally prepare reports and studies on transportation projects and issues and deliver presentations to various commissions and committees.
- Interpret federal, state, regional, and local policies and procedures for staff and the public.
- Review and comment on environmental impact reports and development projects including coordinating with other City staff and external stakeholders on plans, projects, and policies to meet goals and deadlines.
- Monitor, prepare documentation and represent the City as required for applying for, securing, and managing outside transportation grant revenue.

## **OTHER FUNCTIONS**

- Represent traffic division in civic meetings.
- Represent City at public hearings, regional meetings, and other transportation-related functions.
- Assist in budget preparation for projects related to traffic engineering.
- Answer questions and provide information to the public; investigate complaints and recommend actions.

## **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, books and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such

accommodation.

## Minimum Qualifications

### Education & Experience

The minimum qualifications for education and experience can be met in the following way:

A Bachelor's degree from an accredited college or university in transportation planning, civil engineering, public administration, urban planning, or other closely-related subject ; AND

Two years of progressively responsible professional planning or administrative experience primarily in transportation planning activities.

### Knowledge of:

- Principles and practices of transportation planning;
- Transportation forecasting techniques and vehicle miles traveled analysis;
- Methods of traffic impact studies and environmental analysis;
- Site plan review principles
- Relevant federal, state, local laws and regulations;
- Environmental regulations and issues related to transportation planning.

### Skill in:

- Implementing, interpreting, and explaining complex policies, procedures, code and ordinances;
- Conducting analytical studies, compiling technical, statistical and economic information, evaluating alternatives, and making sound recommendations;
- Preparing clear and concise correspondence and reports;
- Making effective oral presentations at public hearings and other formal meetings;
- Establishing and maintaining effective work relationships with the public and other City staff;
- Providing excellent customer service to the public and other City employees.;
- Reading and interpreting maps, plans, and specifications.
- Skill in active listening and communication.

### Ability to:

- Perform job duties with considerable independence;
- Attend frequent evening meetings at various locations;
- Effectively represent the City at a variety of inter-governmental meetings at a variety of locations in the Bay Area;
- Communicate effectively, orally and in writing.

### License/Certificate:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record, or the ability to provide alternate transportation approved by the appointing authority.

## DESIRABLE QUALIFICATIONS

Working knowledge of Traffix, Vistro, Cube, and ArcGIS.

## Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources **no later than 5:00 pm on Tuesday, August 5,**

**2025.** Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](http://Sunnyvale.ca.gov) and click on JOBS. Late or incomplete applications will not be accepted.

## EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for Monday, August 25, 2025** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

## SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the Department of Public Works tentatively scheduled for the week of September 1, 2025.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

## INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

## ADDITIONAL INFORMATION

Summary of Sunnyvale's Employees Association [SEA](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job- YouTube \(5:13\)](#)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry,*

*citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.*

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**Employer**

City of Sunnyvale

**Address**

456 W. Olive Avenue

Sunnyvale, California, 94086

**Phone**

408-730-7490

**Website**

<https://sunnyvale.ca.gov>

## Transportation Planner Supplemental Questionnaire

### \*QUESTION 1

**Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

*Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.*

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

**\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

☐ Yes

☐ No

#### **\*QUESTION 2**

Do you currently possess a Bachelor's degree from an accredited college or university in transportation planning, civil engineering, public administration, urban planning, or other closely-related subject?

☐ Yes

☐ No

#### **\*QUESTION 3**

Do you have two years of progressively responsible professional planning or administrative experience primarily in transportation planning activities?

☐ Yes

☐ No

#### **\*QUESTION 4**

If you answered yes to question #3, describe your experience in the space below. Include the number of years of experience, the name of the organization where you obtained your experience, and your role and responsibilities.

#### **\*QUESTION 5**

Please describe your experience with program or project management.

#### **\*QUESTION 6**

Do you have experience managing and/or implementing a microtransit service? If yes, please describe your experience.

#### **\*QUESTION 7**

Do you have any experience applying for, managing, and/or monitoring compliance with grant program requirements? If yes, please describe your experience.

**\* Required Question**