



## **EARLY CAREER TRANSPORTATION PLANNER**

Drago Vantage, LLC is currently initiating a search for a Full-Time Early Career Transportation Planner. You would be a part of a growing organization that meets our clients' objectives and solves their challenges.

## **PRIMARY RESPONSIBILITIES**

In the role of a Transportation Planner, we will count on you to:

- Work as part of the Transportation Planning team under the direction of the Project Managers on a variety of transportation projects and grant applications.
- Liaise with various internal and external team members and stakeholders, as required, to complete project tasks with high-quality deliverables.
- Work individually as well as within a team structure, effectively communicating and corresponding with the team and clients.
- Prepare required documents (such as plans, grant applications, visioning and strategy documents, factsheets, etc.) and maps (please note that experience in ArcGIS Pro or QGIS is a preferred but not required qualification).
- Willingness to continually learn about new technical and policy topics in transportation.
- Perform research on existing plans and policies.
- Collect, analyze, and manage project-related data.
- Assist in preparing and participating in public outreach activities, including creating presentations and other outreach materials, presenting at in-person and virtual public meetings, and synthesizing public outreach results.
- Perform other duties as needed.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Transportation, Urban, or Regional Planning, Public Policy, Community Development, or similar fields.
- Possess excellent technical writing and oral communication skills.
- Positive attitude and ability to work independently or as part of a team.
- Demonstrated ability to manage multiple project tasks and deadlines.
- Experienced in Microsoft Office products, including but not limited to creating professional-quality documents and presentations and working within spreadsheets.
- Excellent organizational skills.
- An attitude and commitment to being an active participant in our small business culture is a must.

## **PREFERRED/OPTIONAL QUALIFICATIONS**

- Basic understanding of ArcGIS Pro or QGIS software.
- Basic understanding of Adobe InDesign and/or Illustrator software.

**LOCATION:**

- Sacramento Region in a hybrid workplace.

If you are interested in applying for the above position, please email your resume to [Melanie Boyd](#) with "Resume for *Early Career Transportation Planner* in the subject line.