

Sacramento County Department of Transportation  
Alternative Modes Intern

Starting hourly pay:  
Freshman – \$14.48  
Sophomore – \$15.14  
Junior – \$15.90  
Senior – \$16.70

Job Posting:

<https://www.governmentjobs.com/careers/sacramento/classspecs/16975?keywords=Student%20Intern&page=1&pagetype=classSpecifications>

The Sacramento County Department of Transportation is recruiting to fill an Alternative Modes Intern in the Transportation Planning and Programs Section. The responsibilities of the intern are outlined below; the successful candidate may be assigned work in support of any of these responsibilities. The ideal candidate will possess good writing, communication, and critical thinking skills. Knowledge of geographic information systems preferred, but not required. Experience riding a bicycle preferred, but not required. Must have experience working with MS Word and Excel. A student of any major is welcome to apply.

Current projects and programs underway include SCT Link Transit [www.sctlink.com](http://www.sctlink.com), Sacramento County Active Transportation Plan [www.walkbikesaccounty.net](http://www.walkbikesaccounty.net), and the Sacramento County Short Range Transit and Zero Emission Bus Plan.

### **Intern Duties**

#### Administration

- Respond to and investigate Infor requests.
- Draft meeting minutes for the Sacramento County Bicycle Advisory Committee (SacBAC) and other meetings. Compile agenda materials, print, collate, staple, and post agenda for SacBAC.
- Data entry – Input monthly transit operating data. Compile and analyze transit ridership and other data using MS Excel. Log curb ramp inspection forms.
- Purchasing - Contact vendors to request cost estimates. Assist with preparing purchase orders.

#### Field Work

- Perform investigations of roadways for existing or future bicycle and pedestrian facilities.
- Ride on SCT Link buses and note any deficiencies with the buses or service, health conditions permitting.

#### Project Assistance

- Assist in performing research for special projects, studies, surveys, and investigations.
- Assist in the preparation and presentation of oral and/or written reports.
- Mapping

- Assist in bicycle and pedestrian count data collection.

To apply for the Alternative Modes Internship, please send all of the following documents to Mikki McDaniel, Transit and Bicycle Coordinator, by email to [mcdanielm@saccounty.net](mailto:mcdanielm@saccounty.net) with “Alternative Modes Intern” in the subject line. Deadline to submit applications is **December 4, 2020**.

1. Cover Letter
2. Résumé
3. Class Notes (handwritten or typewritten) - 2 page maximum – Word or pdf document
4. MS Excel Sample – 1 sheet maximum - Excel workbook

For any questions, please email Mikki McDaniel at [mcdanielm@saccounty.net](mailto:mcdanielm@saccounty.net). No phone calls please.

Sacramento County Department of Transportation is located at 4111 Branch Center Road, Sacramento, CA 95827.