JOIN OUR GROWING TEAM!

Job Title: Regional Project Analyst

Organization: Davey-Bates Consulting *(contracted staff to the Lake Area Planning Council and the Mendocino Council of Governments)*

Location: Ukiah, CA

About Us: Davey-Bates Consulting (DBC) is a small private consulting firm that offers turn-key professional staffing services to the Lake and Mendocino County regional transportation planning agencies --- the **Lake Area Planning Council** (LAPC) and the **Mendocino Council of Governments** (MCOG).

Position Overview: DBC is seeking a **Regional Project Analyst** to perform contracted staffing activities for both the LAPC and MCOG. This is a full-time in person position, located in Ukiah, California. Duties are split between both agencies, and some travel is required *(mileage reimbursement provided).* Duties include a wide range of professional tasks, including contributing to the development of various transportation plans and programs, writing and managing grants, and working with local governmental agencies, Caltrans, Tribes, consultants, and local stakeholders. On the job and other training opportunities are provided where needed.

Duties: Typical duties of this position include:

- Development, programming and monitoring of Regional Transportation Improvement Program (RTIP) & State Transportation Improvement Program (STIP)
- Pavement Management Program monitoring & consultant oversight
- Grant research and preparation
- Local agency project monitoring & grant assistance
- Data analysis, entry and report preparation
- Assistance with preparing Regional Transportation Plan, Active Transportation Plan, Transit Plans, and other planning documents
- Preparing Requests for Proposals, coordinating selection of consultant contracts for various studies, and managing consultant contracts according to state and federal requirements
- State program monitoring, analysis, and implementation

- Attending Technical Advisory Committee (TAC) meetings, preparing staff reports
- Attending LAPC & MCOG Board meetings, preparing staff reports, making presentations
- Coordination with Tribal governments, local agencies and other agencies
- Geographic Information System (GIS) support

Skills: The ideal candidate will be:

- An initiative-taker who will follow through on detailed assignments
- An enthusiastic, positive person who has a pleasant customer service attitude
- A good communicator with effective writing and verbal presentation skills
- A team player who can maintain positive interpersonal relationships with staff, project partners, and the public
- Able to effectively coordinate with transportation partners and have the ability to manage multiple projects simultaneously

Desired Qualifications: Bachelor's degree or a minimum of two years equivalent of related experience; proficiency in Microsoft Office Suite; self-motivated and organized. *GIS proficiency and Spanish/English bilingual skills are beneficial.*

Hiring Salary Range *(depending on qualifications)*: **$75,000 - $85,000**

Benefits Package (Years 1-5):

- Vacation – 15 days
- Sick – 7 days
- Holidays – 11 days
- Retirement and health benefits

Deadline for Submission: OPEN UNTIL FILLED

Start Date: Anticipated start date is January 1, 2027

To Apply: Submit resume and cover letter to Lisa Davey-Bates, Principal/Owner, via email at ldaveybates@dbcteam.net, or mail to 525 S. Main Street, Suite G, Ukiah, CA 95482.