



**CITY OF CASPER**  
invites applications for the position of:

# Transportation Planning Intern

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**SALARY:** \$15.77 - \$19.18 Hourly

**OPENING DATE:** 02/08/16

**CLOSING DATE:** 03/11/16 11:59 PM

**CLASS SUMMARY:**

**ASSIGNED TO: Metropolitan Planning Organization**  
**(We anticipate this position lasting three months from mid-May to mid-August.)**

*This internship is funded through a Federal Grant.*

This position will assist with public engagement for the Comprehensive Plan update and conduct surveys for transit in the City of Casper. We anticipate a very robust public engagement effort in the community. The ideal candidate will have knowledge and experience in Statistical Analysis, Program Evaluation, MS Excel, and Social Media platforms. Ability to work in GIS-based platforms is a plus.

Incumbents are responsible for assisting in a designated City department with a variety of projects and duties to assist in developing a skill set in a specialized area of study. Responsibilities may include data collection, research, public assistance, general office work, special projects and other duties related to the designated department. Receives direction from higher level supervisory staff within assigned department.

This position is driving essential.

**TYPICAL CLASS ESSENTIAL DUTIES:**

1. Conducts special studies in conjunction with a project, analyzes data and makes recommendations based upon studies.
2. Answers and makes phone calls, responds to program related questions and sends written material as appropriate.
3. Composes, types and prints reports, general correspondence, spreadsheets, e-mail and memoranda from rough drafts or general instructions, involving the assembly of data from various sources.
4. Prepares project reports, progress summaries, statistical analysis and related data.
5. Analyzes, generates and maintains records and other reference material necessary for departmental use.
6. Performs basic clerical work including typing, filing, gathering information and telephone use.

7. Provides general customer service and communicates with the public regarding fees, policies, rules and general information about the facility or event.
8. Represents the City of Casper by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
9. Follows all City safety procedures. Reports all accidents/incidents immediately to supervisor.
10. Performs other duties of a similar nature or level.

**Knowledge of:**

- Proper English, including spelling, punctuation and grammar.

**Ability to:**

- Be flexible with assignments which may change.
- Perform a variety of office and computer tasks.
- Perform entry-level work based upon area assigned.
- Maintain a neat and professional appearance.
- Communicate effectively verbally and in writing.
- Follow written and verbal instructions and direction.
- Take the initiative and learn standard practices and techniques.
- Become proficient in all equipment, machinery and/or software required to accomplish assigned tasks.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Skill in:**

- Operating in a courteous, knowledgeable and tactful manner with participants, parents, staff and general public.
- Oral and written communication sufficient to exchange or convey information and to receive work direction.
- Perform a variety of office and computer tasks.

**TRAINING, EXPERIENCE & CERTIFICATIONS:****Training and Experience:**

- No previous experience required.
- Applicant must currently be enrolled at, or a recent graduate of an accredited university or college, majoring in the field of the internship, with a plan of working in that field as a career.

**Licensing Requirements:**

- Possession of, or ability to obtain, a valid Wyoming Driver's License.

**SUPPLEMENTAL INFORMATION & PHYSICAL REQUIREMENTS:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Women, minorities, and individuals with disabilities are encouraged to apply.

Employment with the City of Casper is contingent upon a successful background screen and pre-employment drug test.

As a condition of employment, the successful candidate must utilize direct deposit for payroll purposes.

Driving records are required for all new employees regardless of the position's driving requirements. If the employee has not held a Wyoming driver's license for the last three years, the employee must provide at their own initiation and expense a driving record from their previous state(s) of residence.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Driving Requirements:**

For driving essential positions, employment with the City of Casper is contingent upon a satisfactory driving record. A driving record that reflects any of the following criteria is considered unsatisfactory:

- 1) Convicted of three (3) or more moving violations within the previous 36 months (three separate, individual incidents);
- 2) Convicted of two (2) or more moving violations within the previous 12 months (two separate, individual incidents); OR
- 3) An Administrative Suspension of a drivers' license, a conviction, or any form of deferred prosecution, within the previous 36 months. The following are examples of violations which may result in an administrative suspension, conviction or deferred prosecution:
  - Driving under the influence of drugs or alcohol;
  - Leaving the scene of an accident;
  - Fleeing to avoid arrest;
  - Reckless Driving;
  - Homicide or assault by motor vehicle; and
  - Driving without auto insurance [only for employees driving personal vehicles for an entity's business].

If you have questions regarding the background screen, pre-employment drug test or driving record, please contact the Human Resources Office at (307)235-8344 prior to accepting a job offer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.casperwy.gov>

Position #7630-06  
TRANSPORTATION PLANNING INTERN  
HR

200 N. David - Human Resources  
Casper, WY 82601  
(307)235-8344

[jobs@casperwy.gov](mailto:jobs@casperwy.gov)

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**Transportation Planning Intern Supplemental Questionnaire**

- \* 1. Do you currently possess a valid Wyoming driver's license?
  - Yes
  - No. But, I am able to obtain or in the process of obtaining, a valid Wyoming driver's license.
  - No, I'm unable to obtain a valid Wyoming driver's license.
- \* 2. Which of the following best describes your level of education?
  - Some High School
  - High School Diploma or G.E.D.
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 3. At which institution or college are you currently (or were most recently) enrolled? What is (or was) your major area of study?
- \* 4. How many years of experience do you have in MS Excel?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
- \* 5. How many years of experience do you have performing a variety of surveying?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - More than 4 years
- \* 6. How many years of experience do you have in statistical analysis and/or program evaluation?
  - None
  - Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 3 years
  - 3 years to less than 4 years
  - 4 years or more
- \* 7. Describe (in detail) your professional experience with statistical analysis and program evaluation.
- \* 8. Describe (in detail) your professional experience with Social Media platforms.
- \* 9. Please write a few sentences to summarize your career goals.

\* Required Question