



Yolo County Transportation District
350 Industrial Way, Woodland, CA 95776
(530) 661-0816 - (530) 661-1732 fax
www.yolobus.com

*City of Davis - City of West Sacramento - City of Winters
City of Woodland - County of Yolo
Ex Officio: CalTrans District 3 - University of California, Davis*

Paid Internship Position

Title: Information Technology Internship

The Yolo County Transportation District (YCTD), its office is located in Woodland California, operates both local and intercity transit service in the cities of Davis, West Sacramento, Winters, and Woodland and provides service to unincorporated areas of Yolo County. Additionally, YCTD is also the Congestion Management Agency for Yolo County. There are twelve (12) in-house full time employees, in addition to 100 contract employees.

Description: Provide support to staff on all company supported applications. Troubleshoot computer problems and determine source, and advise on appropriate action. Complete application project-based work. **PRIMARY RESPONSIBILITIES:** Working with in-bus communication equipment (AVL, GPS, Video, Wireless); Analyze and resolve technical problems for established networks; Answer staff questions in person and via phone on all company supported applications; Troubleshoot computer, bus and network problems; Determine source of system problems (hardware, software, user access, etc.); Work one-on-one with staff on application projects; Provide recommendations on company application and system development; Document resolutions for future reference; Knowledge of TCP/IP, VoIP, SQL Database, Juniper OS; Other duties as assigned. **ADDITIONAL RESPONSIBILITIES:** Perform hardware and software installations; Web site updates; Plan, test, recommend, and implement network, file server and workstation hardware and software; Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system; Recommend network solutions for short-, medium-, and long-range network projects; Install, configure and maintain network components; Determine plan layout for new hardware or modifications to existing layout; Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services; Establish user profiles, user environments, directories, and security for networks being installed; Work as a team member with other technical staff, such as systems to ensure connectivity and compatibility between systems; Work with vendors to resolve complex network problems; Maintain confidentiality with regard to the information being processed, stored or accessed by the network.

Requirements: Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to twelve (12) months after graduation). Must have a valid California driver's license and vehicle insurance coverage.

Course work in computer science or related field is desired. Working computer and database knowledge is preferred, including experience with Windows, Word, Excel, Access, and Power Point.

Financial

Information: Position is an independent contractor. Free YOLOBUS bus pass provided during internship. Mileage reimbursement provided, excluding commute. Refer to separate attachment for wage rates.

CONTACT:

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Please submit resume, cover letter, and hand writing sample. It may be mailed, e-mailed or faxed.