

Bike/Pedestrian Coordinator

Job Duties and Responsibilities throughout the year:

Review of land-use actions- 15%

Reviews developer projects to ensure compliance with City plans and goals for non-motorized transportation and accessibility.

Reviews land-use and zoning changes making recommendations for necessary amendments/revisions to improve non-motorized transportation.

Grant writing: 20%

Responsibilities will also include, actively seeking and preparing grant applications for development of bike/pedestrian projects as identified in the master bike and pedestrian plans.

Coordination: 25%

Assists in coordinating bike and pedestrian projects and planning work with other City departments (including Public Works, Parks & Recreation, and Environmental Quality) to correct problems, improve conditions and maintain quality of the current and proposed non-motorized system.

Reviews and analyze current design standards and regulations and make recommendations for necessary amendments/revisions to the Spokane Municipal Code and Comprehensive Plan to improve non-motorized transportation.

Serves as the initial point of contact for citizen requests, input, ideas, complaints, and questions on bicycle and pedestrian planning, sidewalk requests, greenways, and other related facilities.

Education and Training (both within City government and the general public): 40%

Prepares, provides, and distributes educational information on bicycle and pedestrian safety, including presentations to elected officials, community groups, local businesses and schools.

Provides training regarding bike and pedestrian safety to community groups and schools.

Works with law enforcement to encourage active enforcement of laws and regulations relating to pedestrians and bicyclists.

Promotes walking and bicycling and serves as an advocate for non-motorized modes of transportation.

Plans and coordinates special projects and activities. Develops and implements public involvement programs for input on major transportation projects as needed.

This position would work in Capital Programs and would report directly to the Senior Engineer who oversees the 6-yr Street Program. The Bike/Ped Coordinator must be capable of working independently, being self sufficient in their knowledge of planning for **and the design issues** related to pedestrian and bike facilities. This position is intended to be highly visible within the City and be THE resource for ped/bike issues (planning, scoping projects, analyzing traffic data, writing grants, educating and training). Because this position must be high functioning, we recommend a pay range of 42.

REQUIREMENTS OF WORK:

Must possess knowledge of principles and practices of planning and design related to bicycle and pedestrian facilities according to AASHTO standards, as well as, knowledge of ADA requirements and MUTCD standards.

General knowledge of construction techniques, methods, and tools, such as plans, surveys, and blue prints.

Ability to collect and analyze data pertinent to pedestrian and bicycle issues, such as crash data and motor vehicle, pedestrian, and bicycle counts.

Excellent organizational skills and ability to communicate effectively, both orally and in writing.

Ability to establish relationships with elected officials, other City departments and various stakeholders including regional agencies, the development community, neighborhood groups, and community members and organizations. Familiarity with bicycle and pedestrian advocacy groups and experience creating partnerships involving a wide range of stakeholders.

Thorough knowledge of computers including common spreadsheet, presentation software and word processing.