

## NATURE OF WORK:

An employee in this class serves as coordinator overseeing the development and implementation of an in-depth City-wide pedestrian and bicycle program. Employee is responsible for a complex public relations and educational program promoting pedestrian and bicycling programs and increasing public awareness of the benefits and advantages of strategic pedestrian and bicycle planning to improve mobility and livability within the City of Spokane. The coordinator provides staff assistance to the Bicycle Advisory Board (BAB) and the Pedestrian, Traffic and Transportation Committee, (PeTT) providing technical information to these bodies, other departments, and citizens. Extensive independent judgment and initiative must be exercised in developing long and short-term goals. A tangible goal of this position will be to achieve "Bicycle Friendly Community" recognition from the League of American Bicyclists.

## SUPERVISION:

Independently performs most assignments, with instructions as to general results expected. Employee works under limited supervision and plans and arranges their own work, referring only unusual cases to the supervisor.

## ESSENTIAL JOB FUNCTIONS:

Reviews and analyze current plans and regulations and make recommendations for necessary amendments/revisions to improve non-motorized transportation.

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.

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.

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.

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

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.

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.

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

Other bike and pedestrian related job functions and assignments as needed.

#### 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.

#### PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print on plans and detect shades of color.

Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.

Rides a bicycle on the full range of bicycle facilities.

Enough manual dexterity to write legibly and operate a computer.

Operates a motor vehicle requiring a standard Washington State Driver's License

#### MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Bachelor's degree in transportation planning, civil engineering, traffic engineering, urban planning or a related field and 2 years of related professional experience in public works, program management, or bicycle and pedestrian programs or advocacy groups; or any equivalent combination of training and experience required to perform the essential position functions. Background in geographic information systems (GIS) desired.

**Suggested Pay Range: 42 \$50,926.32– \$62,619.12**