

SALARY RANGE

\$37.86 - \$46.02 Hourly

\$3,029.04 - \$3,681.81 Biweekly

\$6,562.92 - \$7,977.25 Monthly

\$78,755.04 - \$95,727.01 Annually

DESCRIPTION:

City of Fresno Active Transportation Coordinator

DEFINITION

Coordinate the development and implementation of a City-wide pedestrian and bicycle program; promotes bicycle/pedestrian mobility and safety. Review projects for compliance with City plans for non-motorized transportation. Plan, design, and assess facilities; review and recommend policies and programs. Compile and analyze planning and design data. Prepare and distribute educational information and promotional activities to the public. Require knowledge of the principles and practices of planning and design related to bicycle and pedestrian facilities.

DISTINGUISHING CHARACTERISTICS

This is an independent classification in the transportation planning/engineering function. Positions at this level are distinguished from the planning and engineering classes by the performance of less complex technical tasks and projects within the work unit and a greater focus on public outreach and education. Successful performance of the work requires a broad background in either transportation planning or engineering with a focus on bicycling and walking for transportation and skill in coordinating the needs of the community with that of other City departments and public agencies. Incumbents at this level may serve as staff to various boards and committees as assigned, including commission and citizen committees, and are responsible for making and presenting bicycle/pedestrian related recommendations. Positions are expected to exercise judgment on issues not specifically addressed in local regulations or guidelines. Positions at this level provide training and guidance to less experienced staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management positions.

May exercise direct supervision over lower level positions and community volunteers.

EXAMPLES OF DUTIES:

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

Serve as the City's subject and technical matter expert on bicycling and walking while leveraging and increasing the City's internal and external knowledge base; this includes staying current on new developments and trends by attending conferences and workshops.

Successfully coordinate across division, departmental and agency organizations to form multidisciplinary teams of managers, engineers, planners, technicians, analysts, aides, sworn law officers and consultants to advance programs and projects.

Identify data needs and coordinate data collection as it applies to Complete Streets and Active Transportation programs. Analyze reports, studies, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities, including bike path and bike lane design improvements for safety and access.

Manage short and long term bicycle/pedestrian issues to address and improve the transportation system.

Identify opportunities, develop and recommend updates and changes to the General, Master and Specific Plans and to improve other city transportation planning efforts through recommendations to management.

Assist in the implementation of bicycle and pedestrian projects by assisting project managers/engineers to develop projects from concept to final design including managing community input/outreach, pursuing funding resources, etc.

Develop, update and promote bicycle/pedestrian programs. Prepare, update and track implementation of the city's Active Transportation Plan and Complete Streets Policy.

Make recommendations and provide assistance to city commissions and council regarding safe and efficient bicycle/pedestrian transportation.

Coordinate with and support the City of Fresno Bicycle Pedestrian Advisory Committee (BPAC) in its Charter mandated activities. Attend BPAC meetings and assist the BPAC with preparation and publication of agendas and minutes.

Administer and implement guidelines for bicycle parking.

Prepare and/or coordinate the production of work orders for signing, striping and pavement marking for sidewalk, greenbelt, and bike path/lane improvement projects. Maintain an inventory of active transportation projects.

Prepare informational material to educate the community and to promote bicycle and pedestrian programs, including updates and improvements to the bicycle map. Answer questions from the public and various media outlets on the bicycle/pedestrian program and city of Fresno bicycle network..

Work with schools and community groups to improve safe bicycle riding techniques, bicycle/pedestrian routes and to increase bicycling and walking to school.

Meet with public groups, clubs, organizations and agencies to explain, promote, and receive input on the objectives of the city bicycle/pedestrian program.

Plan and coordinate special events related to the city's bicycle/pedestrian program. Provide support to local, state and national groups holding bicycle related special events in Fresno.

Assist in the design of standards for greenbelt pathways, at-grade and separated grade crossings, placement of bike lanes, signing and traffic signal features related to bicycles/pedestrians.

Act as liaison with other city departments, commissions and other agencies to ensure provision of bicycle facilities and amenities consistent with established policy.

Coordinate with Police Department on bike enforcement program.

Build and maintain positive working relationships with co-workers, other city employees and the public using principles of good customer service.

NON-ESSENTIAL FUNCTIONS - Non-essential functions may include, but are not limited to, the following:

Perform related duties as assigned.

TYPICAL QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Knowledge of:

Considerable knowledge, understanding and use of bicycle and pedestrian transportation design standards and principles.

Strong program development, project management, team leadership experience and skills.

Considerable knowledge of all modes of transportation planning at the Federal, State, Regional and Local levels.

Knowledge of Urban Planning and Design, transportation systems and their relationships to land use.

Knowledge of City planning and local government comprehensive planning and understanding of government processes.

Knowledge and application of methods/techniques for community outreach and engagement.

Broad base knowledge of technology, computer usage, hardware and software applications

Grant writing techniques.

Ability to:

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Prepare and present clear and concise reports and recommendations, both written and oral.

Demonstrate public speaking skills.

Ability to develop and maintain effective working relationships and to deal resourcefully with media, agencies, department & public.

Ability to evaluate complex technical documents and explain in non-technical terms

Work independently, work under pressure, multi-task, meet deadlines and carry out tasks through to completion.

Ability to analyze and interpret complex data, problems and issues.

Ability to ride a bicycle safely and willingness to ride a bicycle for most transportation purposes is desirable; has firsthand knowledge of riding bicycles on city streets and trails. .

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in such fields as planning, engineering, or bicycle transportation. Demonstrated at least one year of involvement in bicycle/pedestrian related issues either through employment experience, or in volunteer / non-profit capacity.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, engineering, transportation or a related field.

License or Certificate:

Possession of, or shall obtain within one month of hire, an appropriate California driver's license.

SUPPLEMENTAL INFORMATION:

PHYSICAL/SENSORY REQUIREMENTS

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain and to visit meeting locations; to operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although field work requires frequent walking to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, less frequently employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.