

PEDESTRIAN BICYCLE ADMINISTRATOR

CLASS DESCRIPTION

General Responsibilities:

This is professional and managerial work in the development, coordination and implementation of a city wide pedestrian and bicycle program; promoting bicycle and pedestrian mobility and safety. The incumbent will review projects for consistency with City plans, staff and lead transportation related committees and workgroups, plan, design and assess facilities, review and recommend policies and programs, and compile and analyze legislation and planning and transportation system design data. This position supervises subordinate staff responsible for educational, bicycle licensing, and related activities, and is responsible for developing media contacts and public information campaigns, assisting and encouraging local agencies and organizations in their safety education efforts, and coordinating grant writing activities. The employee in this position works under the limited supervision of the City Traffic Engineer and performs work either independently or as a part of intra- or inter-agency teams.

Examples of Duties and Responsibilities:

Oversees the City's Pedestrian and Bicycle Program. Supervise subordinate staff responsible for developing and providing bike and pedestrian educational programs, and coordinating bicycle licensing.

Successfully coordinate across division, departmental and agency organizations to form multidisciplinary teams of engineers, planners, technicians and consultants to advance programs and projects. Serve as part of various intra- and inter-departmental project-planning efforts and teams. Provide input, based on pedestrian-bicycle expertise and/or perform specific planning and problem-solving activities and studies.

Identify data needs, coordinate and conduct traffic studies, identify and make recommendations of adult school crossing guard placement. Review and analyze crash data, make recommendations for improving accessibility and safety of bicycle and pedestrian facilities.

Develop and promote the City's pedestrian/bicycle program. Act as lead staff in developing bicycle and pedestrian plans and policies.

Manage projects which improve bike and pedestrian facilities including developing concepts, designs and identifying funding resources. Review and provide input for Project Managers in Traffic Engineering and other departments.

Administer and implement guidelines for bicycle and moped parking.

Consult with and advise alderpersons, appropriate City boards, commissions, committees, City staff and community organizations on pedestrian and bicycle safety matters. Prepare materials and studies, as requested.

Staff and lead multimodal transportation related committees and commissions. Attend neighborhood meetings, make presentations and provide information and assistance to City staff, alderpersons, and the public on pedestrian-bicycle safety and traffic issues.

Respond to a variety of public inquiries, receive and investigate complaints and inquiries regarding pedestrian and bicycle safety matters. Initiate appropriate action. Manage short and long-term bicycle and pedestrian issues to address and improve the transportation system.

Develop and maintain effective working relationships with local and national bicycle and pedestrian professional organizations, bicycle shops, and related organizations and individuals. Exchange information and work cooperatively on activities of mutual interest. Develop and present “train the trainer” workshops on how to conduct such activities as bicycle safety rodeos and school safety training. Develop and staff traffic citation diversion program with the Madison Police Dept.

Coordinate education efforts with local educational institutions and community organizations. Provide for and/or conduct workshops and seminars on pedestrian and bicycle safety and related matters.

Develop and maintain media relations. Convey education and safety information through the development and dissemination of such materials as news releases, brochures, reports, presentations, and radio and television broadcasts and appearances.

Plan and coordinate special events related to the pedestrian/bicycle program.

Prepare grants soliciting funding and administer grants relative to construction/capital projects as well as pedestrian and bicycle safety and operational projects. Coordinate and serve as lead on processes to identify potential grants and establish priorities across City agencies. Recruit and supervise volunteers who assist with project implementation. Develop widespread community support and involvement in traffic safety and education activities from all appropriate agencies, organizations and individuals.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three years of increasingly responsible experience in such fields as planning, engineering or pedestrian and bicycle transportation. Such experience would normally be gained after graduation from an accredited College or University with a specialization in city or transportation planning, civil, transportation engineering, or closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Working knowledge of presentation software and ability to make presentations to elected and appointed officials, neighborhood groups and other stakeholders. Working knowledge of all modes of transportation planning at the Federal, State Regional and Local levels. Working knowledge, understanding and use of bicycle and pedestrian design standards and principles, including Federal, State, AASHTO, NACTO and ITE. Working knowledge of data analysis with ability to analyze and interpret complex data, problems and issues. Working knowledge of general traffic safety concepts. Working knowledge of rules, responsibilities and techniques specific to pedestrian and bicycle safety. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of urban planning and design, transportation systems and their relationship to land use. Ability to supervise staff, including assigning work, monitoring performance, and participating in labor relations activities as required. Ability to prioritize work and delegate tasks as appropriate. Ability to prepare effective public service information, presentations, programs, and educational materials. Ability to research and prepare recommendations on pedestrian and bicycle issues involved in various planning activities, ability to translate work into plans and reports. Strong interpersonal and communication skills with ability to communicate clearly and effectively both orally and in writing. Ability to work independently. Ability to work with diverse individuals, groups and neighborhoods. Ability to demonstrate safe bicycle and pedestrian traffic techniques. Ability to maintain adequate attendance..

Special Requirements:

Ability to meet the transportation requirements of the position.

Physical Requirements:

Employees are expected to conduct traffic studies, which involves physically travelling to various intersections to observe conditions. In addition, employees are expected to give presentations at various schools and community groups throughout the City. Work hours may vary and include hours outside the regular work schedule, including weekends and evenings.

Department/Division	Comp. Group	Range
Transportation/Traffic	18	10

Approved:

Harper Donahue IV
Human Resources Director

Date