

PEDESTRIAN BICYCLE ADMINISTRATOR

CLASS DESCRIPTION

General Responsibilities:

This is a highly responsible professional position in the development, coordination, management and implementation of a city wide pedestrian and bicycle program that promotes pedestrian and bicycle mobility and safety. This position supervises subordinate staff responsible for education, bicycle licensing, and related activities, and is responsible for developing media contacts and public information campaigns. The position also entails assisting organization's safety education efforts and coordinating grant writing activities. This position is characterized by effective communication with the public and policy makers, and the ability to lead cross-agency teams to plan, develop solutions and implement transportation improvements relating to pedestrian and bicycle mobility and safety.

The employee in this position works under the general supervision of the City Traffic Engineer, with programmatic oversight by the Director of Transportation.

Examples of Duties and Responsibilities:

- Provide leadership and serve as the City's lead contact for pedestrian and bicycle programs.
- Lead planning efforts to complete pedestrian and bicycle networks in a context sensitive way that will be part of a balanced transportation system.
- Supervise subordinate staff responsible for:
 - Pedestrian and bike educational programs.
 - Bike licensing.
 - On-site bike facility review and design.
- Lead multi-discipline cross-agency teams to prepare plans, advance programs and implement projects as assigned.
- Serve as a team member of multi-discipline cross-agency teams to provide pedestrian-bicycle expertise and/or perform specific planning and problem-solving activities.
- Represent the Department of Transportation at City committees as well as stakeholder meetings.
- Coordinate, develop, and prioritize the annual and five-year pedestrian and bicycle work plans.
- Manage short and long term pedestrian/bicycle improvements to address and improve the transportation system.
- Oversee implementation of policies and plans to ensure successful implementation.
- Assist project managers/engineers in the development of projects, including participating in and/or managing community input/outreach.

- Pursue funding sources to implement the pedestrian and bicycle plan, including grant applications, budget submittals for the Capital Improvement Program, as well as other federal and state sources.
- In coordination with City of Madison transportation committees, develop, administer, and implement, ordinances and infrastructure for shared transportation, such as dockless bikes and scooters.
- Develop and track performance measures that address:
 - Pedestrian and bicycle safety
 - Pedestrian and bicycle mobility
 - Progress in implementing the pedestrian plan and the bicycle plan
- Administer and implement regulations for bicycle and moped parking.
- Identify and make recommendations for adult school crossing guard placement.
- Consult with and advise Common Council members, appropriate City boards, commissions, committees, City staff, community organizations and neighborhoods on pedestrian and bicycle matters.
- Prepare reports and studies, as requested.
- Manage educational efforts with local institutions and community organizations. Arrange for and/or conduct workshops and seminars on pedestrian and bicycle safety and related matters.
- Coordinate the response to public inquiries, including complaints and remedies regarding pedestrian and bicycle matters. Initiate appropriate action.
- Develop and maintain effective working relationships with local and national pedestrian and bicycle professional organizations, bicycle shops, and related organizations and individuals.
- Supervise the dissemination of information such materials as news releases, brochures, reports, presentations, radio and television broadcasts, and media appearances.
- Plan and coordinate special events related to the pedestrian/bicycle program.
- Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Five 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:

- Strong program development, project management, team leadership experience and skills.
- Strong ability to communicate clearly and concisely (orally, visually, and in written form) including but not limited to presentation skills.
- Ability to make and support recommendations.
- Thorough knowledge, understanding, and use of pedestrian and bicycle transportation design standards and principles; including Federal, State, AASHTO, NACTO, and ITE.
- Thorough knowledge of all modes of transportation planning at the Federal, State, and local levels.
- Working knowledge of City planning principles and local government processes.
- Working knowledge of data analysis with ability to analyze and interpret complex data, problems and issues.
- Working knowledge of and application of methods/techniques for community outreach and engagement.
- Working knowledge of computer programs necessary for presentations, reports, and schematic design.
- Knowledge of equity and inclusion and incorporating these values in pedestrian and bicycle planning.
- Ability to develop and maintain effective working relationships with City staff, agencies, and the public.
- Ability to evaluate complex technical documents and explain non-technical issues.
- Ability to make presentations to elected and appointed officials, neighborhood groups and other stakeholders
- Ability to manage multiple priorities and meet competing deadlines.
- Ability to ride a bike safely, with thorough knowledge of riding skills and practices for city streets and trails.
- 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.
- Ability to work independently.
- 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 committees, neighborhoods, and community groups throughout the City. Work hours will 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