

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.



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:

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

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

LICENSES OR CERTIFICATES

Possession of, or ability to obtain, an appropriate California driver's license.

EXAMINATION INFORMATION

The most qualified applicants -- based on the information provided on the application form, resume, etc. -- will be invited to participate in the selection process. Selection for this position will include an oral board interview before a qualification appraisal panel to establish an eligibility list to be used by the City to make the final selection. A written and/or practical examination may be required as part of the selection process.

EQUAL OPPORTUNITY

The City of Davis encourages applications from qualified women and minorities. All employment decisions are made on the basis of qualifications without regard to race, religion, color, sex, national origin, disability or sexual preference.

FINAL FILING DATE

Applications will be received by the Human Resources Office until 5:00 p.m., **Friday, November 4, 2011**. **The City of Davis will only accept online applications for this position; paper applications will not be accepted.** You will find the online application on the City of Davis website: www.cityofdavis.org/jobs.

THE CITY

The City of Davis, a residential community of 65,000, is a progressive, vigorous community noted for its small-town style, energy conservation, environmental programs, parks, preservation of trees, British double decker buses, bicycles, and the quality of its educational institutions. It is the site of a University of California campus and an emerging center for biotech industry. Located 14 miles west of Sacramento and 75 miles east of San Francisco, Davis affords quick, easy access to the finest cultural, educational, and recreational attractions in central and northern California.

NOTES

Information contained herein does not constitute either an expressed or implied contract and the provisions are subject to change. According to the Federal Reform and Control Act, the City of Davis is required to hire only U.S. citizens or aliens lawfully authorized to work in the United States.

The City of Davis has a no smoking policy for all City facilities.

If you require accommodation during any phase of this recruitment process, please contact the Human Resources Office at (530) 757-5644 or TDD (530) 757-5666.



The City of Davis

invites applications for:

**BICYCLE/PEDESTRIAN
COORDINATOR**

Monthly Salary: \$5,707.82—\$6,937.89

Plus an excellent benefits package

Apply by November 4, 2011

COMPENSATION PACKAGE

Benefits: The five step salary range provides for regular review and merit increases. Benefits include:

- 15 - 28 days paid vacation
- 12 days sick leave
- 12 holidays, plus 2 1/2 floating holidays
- Flexible Benefit Plan including \$1,647.39 paid towards: health, dental and vision cafeteria plan and mandatory Life Insurance and Long-Term Disability (LTD) premiums. Maximum cash-out of \$500 if employee has outside health/dental insurance.
- Medical Reimbursement Plan (MRP)
- Dependent Care Assistance (Dep Care)
- Deferred Compensation plans available
- Computer Loan Policy
- Bicycle Loan Policy

2.5% @ 55 PERS retirement program (6% of gross salary paid by the City), worker's compensation insurance, Employee Assistance Program and credit union.

The City of Davis does not participate in Social Security.



BICYCLE/PEDESTRIAN COORDINATOR

Apply by: November 4, 2011

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THE POSITION

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.

EXAMPLES OF DUTIES

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 the bicycle/pedestrian program. 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
- Represent the city and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.
- Identify opportunities, develop and recommend updates and changes to the bicycle and pedestrian plans and to improve other city transportation planning efforts from 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.

- Coordinate with Police Department on bicycle enforcement program.
- Develop, update and promote the city's bicycle/pedestrian program. Prepare and update bicycle and pedestrian plans.
- Make recommendations and provide assistance to city commissions and council regarding safe and efficient bicycle/pedestrian transportation.
- 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, bike path/lane improvement 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 Davis' bicycle system.
- 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 and promote 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 Davis.
- Assist in the design of standards for greenbelt pathways, at-grade and separated grade crossings, placement of bicycle 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 Perform related duties as assigned.

QUALIFICATIONS

The ideal candidate will be committed and innovative with excellent interpersonal and stakeholder relationship skills and political acumen. Successful candidate will possess a customer service attitude and a willingness to work in a collaborative environment. He/she must be an excellent communicator who is politically astute and has the demonstrated ability to work with elected officials, state and local agency representatives, other City departments, community stakeholders, and the public.

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.

