**CITY OF SANTA CRUZ**
**BICYCLE/PEDESTRIAN COORDINATOR**

**Reports to:** Associate Transportation Engineer
**Supervises:** Non-supervisory
**Bargaining Unit:** Service

## BASIC FUNCTION

Under direction, plans and administers the City's bicycle/pedestrian program. Responsibilities include planning, designing, and assessing facilities; conducting public information and promotional activities; and reviewing and recommending policies and programs. Performs related duties as required.

**TYPICAL DUTIES** (*May include but are not limited to the following*):

- Prepare and update bicycle and pedestrian plans.
- Oversee the work of consultants preparing plans and specifications.
- Design bicycle and pedestrian facilities, using manual drafting and/or computer-aided drafting systems.
- Review policies and make recommendations for revisions.
- Monitor state guidelines related to bicycle facilities.
- Serve as staff to City bicycle advisory committee, including preparing agendas, minutes, correspondence, and reports.
- Analyze reports, studies, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- Prepare informational material to educate the community and to promote bicycle and pedestrian programs.
- Organize and facilitate public forums on bicycle and pedestrian travel.
- Serve as the City's bicycle/pedestrian liaison and coordinate programs and activities with regional agencies.
- Develop and monitor program budgets.
- Identify funding sources for bicycle and pedestrian projects and prepare grant requests.
- Administer bicycle locker program.

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## MINIMUM QUALIFICATIONS

**Knowledge of:**

- Principles and practices of planning and design used for bicycle and pedestrian facilities.
- Bicycle safety.
- Principles and practices of public administration and local government operations.
- Project management techniques.
- State of California Vehicle Code rules of the road, especially those related to bicycles and pedestrians.

**Ability to:**

- Design bicycle and pedestrian facilities.
- Perform technical, qualitative, and quantitative analysis; and develop appropriate recommendations.
- Demonstrate effective oral communication skills, including public speaking.
- Prepare clear and concise written reports, correspondence, and other material.
- Plan and organize public education and promotion programs.
- Use personal computer applications for data management and analysis, and word processing.
- Maintain accurate records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work evenings and weekends, as needed.

**Education and Experience**

Any combination of education and experience that provides the required knowledge, skills, and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- A Bachelor's degree from an accredited college or university with a major in planning, engineering, community studies, or a related field; and two (2) years of increasingly responsible planning, engineering, or related experience.

**License**

Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record; or ability to transport oneself during the course of work in a manner that is approved by the appointing authority.

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## DESIRABLE QUALIFICATIONS

- Knowledge of traffic engineering practices.
- Ability to use computer-aided design software.
- Ability to ride a bicycle to conduct field surveys.

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