

City of Minneapolis, Staffing Division  
250 South 4<sup>th</sup> Street Suite 100  
Minneapolis, MN 55415  
612/673-2282 office; 612/673-2508 fax  
Website: www.ci.minneapolis.mn.us

## **Bicycle and Pedestrian Coordinator (Transportation Planner)**

### **Hiring Department: Public Works, Traffic & Parking Services**

**Job Opening #20836 - Open Wednesday, August 17, 2011 through Wednesday, August 31, 2011**

**SALARY: \$61,986 to \$84,743 Annually**

#### **Position Summary:**

Coordinates the City's bicycle and pedestrian programs. Assists in all aspects of transportation planning related to regional and citywide transportation projects, including city analyses, review, and approvals with regards to bicycle and pedestrian programs and systems. This position reports to the Principal Professional Engineer – Traffic Operations in the Public Works Traffic & Parking Services division.

#### **Duties and Responsibilities**

##### Program Management

- Provide overall leadership and serve as the City's primary lead for the Bicycle and Pedestrian Programs;
- Coordinate within the Public Works Transportation Business Line, with other Public Works Divisions, with other City departments, and with external jurisdictions and agencies;
- Represent Public Works on the Bicycle and Pedestrian Advisory Committees (BAC/PAC) and obtain the Committee's input and participation on various Program efforts;
- 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
- Successfully leads and manages 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.
- Supervise up to five positions including but not limited to the NTP Coordinator and Bike Walk Ambassadors positions.
- Advise Public Works Management on the bicycle and pedestrian policy

##### System Improvement and Project Management

- Coordinate, develop and prioritize the annual and five year Bicycle and Pedestrian System work plans.
- Manage short and long term bicycle/pedestrian issues to address and improve the transportation system.
- Ensure 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.
- Identify opportunities, develop and recommend updates and changes to the Master Plans and to improve other city transportation planning efforts through recommendations to Public Works management;

##### Communication and Measurement

- Establish and effectively maintain working relationships with supervisors, employees, partners, stakeholders and the general public.
- Develop, evaluate, and update the Program/System performance measures based on numerous efforts underway and new efforts to measure progress.
- Communicate and routinely report on the Program/System through various means such as Results Minneapolis, annual reports, web site, etc. through effective coordination and partnership with various City departments, other internal and external partners.
- Communicate effectively and appropriately to the Mayor, City Council, City management, stakeholders, general public, and other agencies.

**Working Conditions:** Mostly office setting in a flexible, integrated team/group environment with some field visits, bicycle rides and walks. Evenings and weekend work is expected.

**Minimum Qualifications:** Bachelor's Degree in Planning, Engineering, Urban Design, a related field or equivalent.

**Minimum Experience:** Five years of experience, which have included Transportation Planning, Urban Planning and Design, land use planning, project and contract management, transportation demand and patronage

**An equivalent combination of education and experience closely related to the duties of the position MAY be considered.**

**Preferred Experience/License/Certificates:** Master's Degree in a related field; Certified or licensed planner or engineer; League of American Bicyclists certified instructor or skills trained; two years of supervisory experience.

**Other Specifications:**

- 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.
- Considerable knowledge, understanding and use of bicycle and pedestrian transportation design standards and principles.
- 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
- 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.
- Ability to analyze and interpret complex data, problems and issues.
- Ability to work under pressure, multi-task, and meet deadlines
- Ability to ride a bicycle safely; has firsthand knowledge of riding bicycles on city streets and trails.

**Supplemental questions**

Your responses to the supplemental questions listed below must be submitted prior to the job closing date and emailed to [susan.gibson@minneapolismn.gov](mailto:susan.gibson@minneapolismn.gov)

1. Please describe your experience and training in the bicycle and the pedestrian transportation areas.
2. Please share your multi-modal and other relevant transportation planning experience and training.
3. Describe a time you established a plan and set up measurements to determine success or failure. How did you approach it? Explain your thinking. What was the result?  
What did you take away from this experience?
4. Describe a time when you led or developed a cross functional or project team. Identify your role. (leader or developer)  
What was your thought process when assigning duties?

**There are 6 screening questions to be completed during the online application process.**

**Background Check:** The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**DRUG & ALCOHOL TESTING:** All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so; and, the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

**Applications Accepted: Apply online at [www.ci.minneapolis.mn.us](http://www.ci.minneapolis.mn.us)**

**Dates:** Wednesday, August 17, 2011 through Wednesday, August 31, 2011

**Contact:** Human Resources Department

**Phone:** 612-673-2282      **Fax:** 612-673-3989

**Email Address:** [susan.gibson@minneapolismn.gov](mailto:susan.gibson@minneapolismn.gov)

**Selection Process:** The examination will consist of one or more of the following: in-basket exercise, oral examination(s), rating of training and experience, etc. (100%). The right is reserved to limit the number of applicants included in any phase. If an in-basket exercise or an oral examination is conducted, etc., only those candidates who attain a passing score (70%) on the examination will be placed on the eligible list.

**ELIGIBLE LIST WILL EXPIRE 6 MONTHS AFTER POSTING**

**The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer**

FOR OFFICIAL USE ONLY: MPEA; 12/31/2010 –Top 3 Rule of List ; Grade 10; 70% Passing bs/kc/sg

