
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

JOB DESCRIPTION: BICYCLE AND PEDESTRIAN PLANNER

REPORTS TO: Executive Director
EXEMPT STATUS: Exempt

POSITION GENERAL SUMMARY:

The Bicycle and Pedestrian Planner is responsible for coordinating and managing the Bicycle and Pedestrian and Community Safety Programs for the River to Sea TPO. Under the direction of senior staff, the Bicycle and Pedestrian Planner develops program specific promotional events, projects, studies and other related activities. This position provides direct support to the Bicycle and Pedestrian Advisory Committee (BPAC) and coordinates program activities with consultants, project administrators, TPO staff, local government staff, planning agencies and the public.

ESSENTIAL POSITION FUNCTIONS:

- Provides organizational support and input as needed for the development of essential documents including the TIP, UPWP, LRTP, website and other promotional materials.
- Coordinates program specific activities requiring interaction with advisory committees, community organizations, planning professionals, elected officials and the public.
- Provides staff support to the Bicycle and Pedestrian Advisory Committee (BPAC) and other committees and working groups by preparing agendas and meeting summaries and participating in meetings.
- Develops project scopes of service, issues requests for proposals and manages projects to ensure accurate and timely completion of deliverables.
- Coordinates with other agencies and participates in Bicycle and Pedestrian Safety Awareness Programs including, but not limited to, bicycle helmet fittings, bicycle rodeos, white cane awareness, and wheelchair awareness.
- Participates in community events and organizations and attends industry training opportunities and conferences to improve program knowledge.
- Conducts research, field investigations and plan review to develop projects, plans and programs that improve bicycle, pedestrian and motorized traffic flow and improve safety.
- Develops databases for analyses and production of maps.
- Researches, writes and implements grants.
- Prepares and presents bicycle and pedestrian related reports and maps to the public as needed.
- Provides ongoing development and updates to the Bicycle and Pedestrian Plan, the Regional Trails Corridor Assessment and other plans developed by the TPO.
- Updates the TPO List of Prioritized Bicycle & Pedestrian Projects.
- Provides technical support to TPO staff, FDOT, local agencies, consultants and the public on bicycle and pedestrian issues.
- Manages inventory of safety literature and safety promotion items.
- Maintains Local Agency Program (LAP) Certification by administering federal aid projects, organizing and submitting required LAP documentation to FDOT, participating in LAP coordination meetings and training.
- Provides other organizational support as required.

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education and Experience:

- Bachelor's Degree in Urban Planning, Public Administration, Economics, or related field with at least one year of experience in planning, public administration or related field.
- Must have a valid Florida Driver's License.

Knowledge, abilities and skills:

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- Knowledge of ArcGIS;
- Ability to work under minimal direction to implement programs, meet project schedules and deadlines;
- Good interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to work cooperatively and supportively in a team environment;
- Ability to establish and maintain positive working relationships with individuals or groups of people with diverse interests including business and industry professionals, elected officials, advisory committees and the public;
- Ability to gather, study, and analyze data and other relevant transportation related information;
- Ability to draw conclusions based on experience as well as verifiable facts and figures;
- Basic ability to organize, plan, program, and schedule multiple tasks, strategies and plans;
- Basic knowledge of urban planning with emphasis on bicycle and pedestrian elements and transportation safety.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Works in an office environment and outside in various conditions.
- Light physical activities and efforts required working in an office environment. Moderate physical activity, supporting community events, sometimes in outdoor environments and requiring prolonged standing.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Employee : _____

Executive Director: _____