



## Regional Safe Routes to School Coordinator (Transportation Planner I) Job Description

**Department:** Economic and Community Development  
**Reports to:** MPO Director

### General Statement

Performs technical and specialized transportation and community planning duties for a region-wide Safe Routes to School Task Force.

### Distinguishing Features of the Class

An employee in this class will help launch the Region's first Safe Routes to School Task Force in partnership with local School Districts and relevant stakeholders. This effort will formally ally the School Districts of Buncombe, Haywood, Henderson, Madison, and Transylvania counties with Land of Sky Regional Council's French Broad River MPO and Land of Sky RPO and relevant stakeholders to educate school site administrators, parents, and students about pedestrian and bicycle safety; build multigenerational pedestrian and cyclist awareness; and mitigate traffic concerns by promoting a comprehensive, proactive behavior and infrastructure-based approach to securing safety along school routes and within school sites. This position requires an energetic self-starter with excellent communication, diplomacy and leadership skills, and commitment to contribute to making a safer place to bike and walk for students and adults alike.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Develop and maintain a Safe Routes to School Regional Task Force; develop task force overviews and provide invitations to support outreach efforts
- Outreach to pilot schools to engage/recruit principals, assistant principals, school site councils, PTAs, relevant volunteer groups in effort
- Schedule, coordinate logistics, host, collect and distribute assemble meeting notes, and set action items for task force meetings (set ground rules, goals and determine assignments/responsibilities/working groups)
- Pursue grant opportunities to extend life and reach of group and, if awarded, coordinate grant activities implementation
- Coordinate the group's partnership with related traffic engineering and planning stakeholders
- Work with relevant campus staff to implement school programming on site
- Create and contribute to email newsletters, flyers, brochures, web pages, presentations, press releases that connect all sectors and internal staff with opportunities to engage in efforts
- Attend and report efforts to Council and Commissions as requested
- Plan, coordinate, and lead aligned community events including workshops, trainings, presentations, meetings, events, etc.
- Expand efforts to focus on engagement/best practice sharing within neighborhoods and targeted business
- Process and coordinate invoicing for the program

#### Additional Job Duties

Additional responsibilities will be added as needed

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

- Familiarity with the national Safe Routes to School model, and/or benefits of active transportation
- Strong cultural sensitivity and competency abilities, including experience working with both urban and rural communities.
- Independence, motivation, and resourcefulness
- Experience creating brochures, flyers, newsletter articles, and other documents for the public
- Ability to clearly and concisely communicate complex issues, verbally and in writing
- Ability to plan events and coordinate volunteers

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to perform the basic life operational skills of talking, walking, lifting, reaching, standing, fingering, feeling, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and or 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, go and inspect sites regarding planning issues, use measuring devices, do figure computations, and do extensive reading.

Desirable Education and Experience

- Three years of relevant work experience and high school degree required; at least bachelor's education desired but not required. However, any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job duties listed may be substituted.

Special Requirements

- Driver's License is usually required and specialized certifications may also be required of individual positions.

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