



**C/CAG Active Transportation (Pedestrian & Bicycle)
Coordinator I/II - Unclassified (Open)
\$4,645 - \$6,815 /Month**

FINAL DATE FOR FILING: October 17, 2013.

THE POSITION

The City/County Association of Governments (C/CAG) is seeking an Active Transportation (Pedestrian and Bicycle) Coordinator to perform a variety of administrative and technical support functions related to C/CAG pedestrian and bicycle programs, assist in planning, developing and implementing plans, programs, policies, and projects; attend meetings with external and partner agencies regarding pedestrian and bicycle related issues; maintain program documentation such as project lists, invoices, and contract documents; and perform other duties related to pedestrian and bicycle transportation.

This is an unclassified, limited term position allocated to C/CAG in the Recommended Budgets for FY 2013/14 and FY 2014/15. Final hiring decision is subject to final budget approval. Unclassified positions are at-will and not covered by the Civil Service Rules.

IDEAL CANDIDATE

In addition to meeting the qualifications listed below, the ideal candidate will have experience that includes working in transportation planning with community organizations, elected officials, and members of the public, as well as experience with facilitation and coordination between local communities and governmental agencies.

Examples Of Duties:

Duties may include, but are not limited to, the following:

- Gather, collect, transmit, track projects for the development of pedestrian and bicycle related plans, policies, programs, and projects.
- Research currently available bicycle and pedestrian funding sources and keep member agencies apprised of upcoming funding opportunities
- Share and promote best practices for pedestrian/bicycle infrastructure design and implementation.
- Serve as a liaison with the pedestrian and bicycle communities. Respond to inquiries from the communities.
- Assist in the implementation of pedestrian/bicycle related policies from the Metropolitan Transportation Commission (MTC).
- Represent C/CAG management, as needed, on regional committees such as the Caltrans District 4 Pedestrian Advisory Committee and MTC Active Transportation Working Group.
- Assist in various countywide funding program processes, including call for projects for pedestrian and bicycle programs.
- Coordinate with C/CAG partner agencies on joint studies and projects for pedestrian and bicycle planning.
- Monitor and track the implementation of the San Mateo County Comprehensive Bicycle and Pedestrian Plan as well as other established pedestrian/bicycle program performance measures.
- Assist jurisdictions with coordinating cross-jurisdictional projects for pedestrian and

- bicycle improvements as feasible.
- Provide staff support for C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) meetings including coordinating the distribution of agenda packets and preparation of staff reports, agendas and minutes.
 - Draft documents such as C/CAG Board Resolutions, consultant contracts and agreements, and request for proposals (RFP) associated with pedestrian and bicycle programs.
 - Oversee RFP processes.
 - Coordinate with staff from other agencies on pedestrian and bicycle funding programs and policies
 - Maintain pedestrian and bicycle program related agreements and process invoices.
 - Set up meetings, coordinate attendee calendars, make reservations and set up meeting rooms.
 - Conduct periodic public outreach on San Mateo County active transportation activities.
 - Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is a Bachelor's Degree in Transportation Planning, Urban Planning, City Planning or Regional Planning, or related field such as Urban or Regional Studies, Public Policy, Public Administration, Environmental Policy or Studies, Geography, Sociology, Economics, Civil Engineering, or Political Science.

Knowledge of: General practices of transportation planning; research methods and techniques, including conducting or participating in planning studies; effective public participation techniques; contemporary environmental, land use, social, economic, fiscal, legal, and other political issues impacting transportation programming.

Skills/Ability to: Use initiative and sound independent judgment within established guidelines; prepare written materials such as correspondence narrative reports, technical charts and publications with minimal direction; communicate and present ideas effectively both orally and in writing; research, develop and evaluate alternative solutions to transportation problems; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; use MS Word, MS Excel, and MS PowerPoint; prioritize work and coordinate several activities; organize and maintain accurate files and records; understand and carry out oral and written directions; work independently under minimal supervision; lift 25 lbs.; work evenings twice a month, on an average.

APPLICATION/EXAMINATION

Anyone may apply. To apply, email your **Cover Letter** and **Resume** in **PDF** format to nblair@smcgov.org with "**C/CAG Active Transportation (Pedestrian and Bicycle) Coordinator**" in the subject line. **Your Cover Letter must include your responses to the following questions:**

1. What is your background/experience in active transportation planning/implementation and public involvement?
2. How will the attainment of this position contribute to your career development or personal goals?
3. Describe a work situation that demonstrates your ability to work independently and make decisions of your own.

All applications must be received by Thursday, October 17, 2013. Late or incomplete applications will not be accepted. If you have questions, contact Nancy Blair

at nblair@smcgov.org or (650) 599-1406.

Applicants whose education and experience appear to best meet the needs of the position will be contacted by C/CAG for an interview with the hiring executive. Final hiring decision is subject to final budget approval.

San Mateo County is an Equal Opportunity Employer

Job Number: B217-02

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