



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 20, 2017

**Staff Contact:** Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: Transfer of a Public Health Educator position from the Health Department to a Bicycle and Pedestrian Coordinator position within Public Works to be effective July 1, 2017. (Darren Schulz, dschulz@carson.org)

**Staff Summary:** The duties being fulfilled by a Public Health Educator in the Health and Human Services Department could be expanded to better serve Carson City by creating a new position in the Public Works Department and transferring a current employee to that new position. There would be no net increase in City staff.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 min

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## **Proposed Motion**

Move to approve transfer of a Public Health Educator position to Bicycle and Pedestrian Coordinator position within the Public Works Department.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

N/A

## **Background/Issues & Analysis**

The Public Health Educator currently fulfills the role of Safe Routes to School Coordinator using Federal Transportation Alternatives Program (TAP) funds through NDOT. The creation of a new position in Public Works and transfer of a current employee will be beneficial because the work is related to bicycle and pedestrian transportation and therefore related to transportation efforts of the Public Works Transportation Division. Additionally, the funding source (TAP), oversight agency (NDOT), and invoicing processes are known to Public Works' staff. The proposed action will also allow Public Works to improve service by funding 20% of the cost of the position through other funding sources. By doing so, the position can be a resource to the Department and the City for other bicycle and pedestrian related planning and project activities. Examples will include working with bicycle and pedestrian advocacy groups, providing input for Public Works' projects, and reviewing bicycle and pedestrian elements of development projects. Proactive communications and community relations constitute an essential function of Public Works, as many activities of the Department are very visible in the community and residents are interested in those activities. This position will assist in maintaining and improving the information provided to the public and responding to various needs related to communications. Public information responsibilities will specifically include improving social media outreach activities for Public Works.

**Applicable Statute, Code, Policy, Rule or Regulation**

N/A

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

250-3035-431-01-01 (10%), 520-3502-435-01-01 (5%), 510-3202-434-01-01 (5%)

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: For FY18, employee's salary and benefits will be paid from Regional Transportation Fund (10% or \$9,807), the Sewer Fund (5% or \$4,903) and the Water Fund (5% or \$4,903). The remaining 80% would continue to be reimbursed through a multi-year Federal Highway Administration Grant.

**Alternatives**

Do not approve requested transfer of position and suggest alternative.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)



## JOB DESCRIPTION

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<b>JOB TITLE:</b> Bicycle and Pedestrian Coordinator	<b>FLSA:</b> Exempt
<b>DEPARTMENT:</b> Public Works Department	<b>GRADE:</b> Grant Funded (P13 range)
<b>REPORTS TO:</b> Transportation Manager	<b>DATE:</b> April 6, 2017

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### **SUMMARY OF JOB PURPOSE:**

Under general direction, the Bicycle and Pedestrian Coordinator's prime responsibilities include administration of the Safe Routes to School (SRTS) program and additional bicycle and pedestrian related planning efforts.

*\*\*This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.\*\**

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plan, organize, coordinate and participate in the development, administration, and evaluation of the regional Safe Routes to School (SRTS) program.
- Recruit community organizations, resource people and potential participants for support and assistance in SRTS implementation.
- Communicate orally and in writing, SRTS and active transportation needs, concerns and resources.
- Maintain cooperative working relationships with public agencies and coordinate SRTS and bicycle and pedestrian safety program activities with those of other departments and outside agencies and organizations.
- Serve as initial point of contact regarding bicycle and pedestrian issues.
- Assess bicycle and pedestrian needs by compiling and analyzing data.
- Prepare and distribute educational information and promotional activities to the public.
- Attend and participate in various organizations and meetings as assigned.
- Coordinate with stakeholders on grant applications and administration.
- Use standard office equipment, including a computer, in the course of the work.
- Demonstrate courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Promote bicycle and pedestrian mobility and safety for all residents.
- Collaborate with planners to review projects for active transportation considerations.
- Recommend policies and programs to promote and enhance active transportation.
- Manage social media marketing for Department.
- Public information efforts for the entire Department.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

**Education and Experience:**

Bachelor's degree in related planning, public health, or a related field; AND one (1) year of bicycle and pedestrian-related planning or public health program administration experience; OR an equivalent combination of education, training and experience as determined by Human Resources.

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- A valid driver's license.

**Required Knowledge and Skills**

Knowledge of:

- Principles and practices of SRTS programming.
- Principles and practices of program management.
- Current public health issues including best practices, including but not limited to SRTS and active transportation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Computer applications related to the work.
- Techniques for dealing with a variety of individuals, at all levels of responsibility, in person and over the telephone.
- Communicating effectively in oral and written forms.

Skill in:

- Coordination and implementation of SRTS program.
- Education of public on a variety of SRTS and active transportation-related issues.
- Explaining local active transportation issues.
- Communication of active transportation issues clearly and concisely, both orally and in writing.
- Applying Federal, State, and local policies, procedures, laws and regulations.
- Gaining cooperation through discussion and persuasion.
- Speaking effectively before large and small groups of all ages.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Demonstrating courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Using initiative and independent judgment within established procedural guidelines.

**SUPERVISION RECEIVED AND EXERCISED:**

**Under General Direction** – Incumbents at this level have considerable latitude in the application of departmental policy, and they follow general guidelines or professional and administrative standards in accomplishing assignments. They are responsible for planning and organizing their own workload, but ordinarily cannot change methods of their assigned work unit, established operations, or departmental policy without supervisor approval. Supervision is minimal, indirect, and usually limited to technical oversight. This type of direction is normally reserved for mid-management, supervisory or advanced level administrative/technical position.

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone; ability to operate a motor vehicle and safely travel to a variety of offsite locations.

**CONDITIONS OF EMPLOYMENT:**

1. *This classification is considered Unclassified. Unclassified employees are "At Will" and as such, may be terminated at any time for any reason, or no reason.*
2. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
3. *This is a grant funded position and as such employees are responsible for knowing and abiding by the rules of the grant. This position will continue to be funded as long as the grant is renewed.*
4. *This position requires working evenings and/or weekends.*
5. *Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*
6. *Employees may be required to complete Incident Command System training as a condition of continuing employment.*
7. *New employees are required to submit to a fingerprint based background investigation which cost the new employee \$52.25 and a drug/alcohol screen which costs \$20.00. Employment is contingent upon passing the background and the drug/alcohol screen.*
8. *Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov).*

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**“Carson City is an Equal Opportunity Employer”**