



CITY OF ALBANY
POSITION DESCRIPTION

COMMUNITY DEVELOPMENT ASSOCIATE
(Transportation Program Coordinator)

Description:

Performs a variety of professional level work in support of the City's Traffic Management Plan as well as other transportation, pedestrian, and bicycle related programs and activities. Develops grant proposals and implements grant funded programs. Completes special projects and research, and performs other related duties as assigned.

Distinguishing Characteristics:

The Transportation Program Coordinator works within the City's Community Development Department, and reports to the Community Development Director.

Supervision Exercised:

This position may provide direction to consultants or contractors as well as to part-time, temporary or other staff as assigned.

Essential and Important Duties:

- Plans for and implements the recommendations of the City's Traffic Management Plan, per direction from the Community Development Director.
- Assists with pedestrian and bicycle trail projects, and related creek restoration projects, including Cerrito Creek and Codornices Creek projects, and the Albany section of the Bay Trail.
- Acts as staff to, and responds to the requests of, the City's Traffic and Safety Commission. Prepares for and attends evening Commission meetings each month.
- Administers City sidewalk repair program, working in cooperation with the Public Works Division and affected property owners.
- Researches and writes grant proposals to fund transportation, trail or other related projects.
- Administers existing or new grant proposals, including ensuring that all requirements for reporting or publicity are met.
- Acts as the City's liaison to various transportation related agencies, including the Alameda County Congestion Management Agency, the Metropolitan Transportation Commission, CalTrans, and AC Transit.
- Assists in continued enhancement and installation of bus shelters throughout the City. Acts as the City's liaison to the AC Transit bus shelter project.
- Meets with local groups and community residents on traffic and safety related issues.
- Writes staff reports and presents information to City Council.
- May direct consultants or contractors hired by the city to implement traffic management projects.

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of transportation planning.
- Federal, state and local laws and funding sources relating to transportation planning.
- Federal, state and local transportation related agencies and organizations.
- Public agency contract administration.

Ability and Skill to:

- Analyze a variety of administrative and technical issues and make sound policy and procedural recommendations.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and software programs to include word processing, spreadsheets, and specialized databases at a level sufficient for successful job performance. Ability to use presentation software is desirable.
- Establish an effective working relationship with staff, public agency representatives, citizen groups and the public.
- Foster teamwork within the department.

Education and Training Guidelines:

Any combination of education, training and experience that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- Education: A Bachelor's Degree from an accredited college or university with major coursework in urban or transportation planning or a related field. A Master's Degree is preferred.
- Experience: At least two (2) years of professional level experience in transportation planning or urban planning (including traffic management experience), or a closely related field.

Special Requirements:

Position will independently travel within and outside of City limits to attend meetings. Must possess a valid California Driver's License. Position will attend night meetings.