



Employment Opportunity: Bicycle & Pedestrian Coordinator

The City of Culver City, Public Works Department seeks a part-time Bicycle & Pedestrian Coordinator as a contract position for the Public Works Department. The Bicycle & Pedestrian Coordinator will be responsible for the implementation of the City's Bicycle and Pedestrian Action Plan and will serve as project manager for specific City Bicycle and Pedestrian Projects and Programs.

Culver City, comprising 5 square miles and nearly 40,000 residents, is strategically located on the Westside of Los Angeles County at the intersection of the I-405 (San Diego) and I-10 (Santa Monica) freeways. The City is recognized as a creative and cultural nexus within greater Los Angeles, featuring a high concentration of artists, architects, place makers, communication firms, cultural and creative start-ups, major movie studios and postproduction houses.

Responsibilities: Reporting to the Mobility and Traffic Engineer, the Bicycle & Pedestrian Coordinator plays a pivotal role in ongoing coordination, development and implementation of the City's Bicycle and Pedestrian Program. Examples of duties include:

- Assist the Mobility and Traffic Engineer in all activities related to the ongoing organization, coordination, education, and operation of the City' Bicycle and Pedestrian Advisory Committee (BPAC) and sub-committees.
- Perform all activities typically related to Project Management of the following specific City Projects and Programs:
 - Implementation of the Bicycle & Pedestrian Action Plan;
 - Planning and Implementation of the Vision Zero Program;
 - Planning and Implementation of the Bike Share Program;
 - Manage the Culver City Walk & Rollers Program;
 - Manage the Automated Bicycle and Pedestrian Data Collection;
 - Manage relevant infrastructure projects including the Expo to Downtown Bicycle Connector (EDBC) Project Environmental and Engineering;
 - Oversee the Safe Routes to School projects including the La Ballona Elementary Safe Routes to School Project; and,
 - Manage special walking and cycling events including CicLAvia.
- Assist the Mobility and Traffic Engineer with ongoing coordination, development and implementation of comprehensive outreach, education, and encouragement efforts relating to active transportation programs and activities, as well as to local, regional and state Active Transportation Programs initiatives and activities.
- Meet regularly with the Mobility and Traffic Engineer to provide a brief status update for each project/program, obstacles and lessons learned, and anticipated activities. Provide written reports as needed.
- Provide Bicycle and Pedestrian planning and design training/education and guidance to City Employees.
- Work with City staff from various City Departments and Divisions, as well as other local, county, state, and federal agencies, community, and advocacy organizations.

- Create educational material, write press releases, webpage updates, newsletters, and develop flyer/memo/inserts, etc.
- Apply for; and manage grant funds for non-infrastructure and infrastructure projects that aim at increasing walking and cycling.
- Manage bicycle and pedestrian projects including overseeing consultants' work.

Qualifications: Candidates must possess a Bachelor's degree and a minimum of two years' experience in a responsible role, with a focus on transportation planning, engineering, or related field with experience in public outreach planning, and design of bicycle and pedestrian facilities. The successful candidate will have knowledge of bicycle and pedestrian programming; proven organizational skills; excellent oral and written communication skills; and advanced knowledge of the Microsoft Office and graphic software. Ability to compile technical information and prepare memorandums and reports. Knowledge of contracts and procurement procedures. A candidate with a degree in urban planning, public administration, civil engineering, urban design or a related field is desirable.

This is a part-time position with flexible work hours to be planned with supervisor and accommodated on Monday – Friday, between 7:30 am – 5:30 pm. Candidate must be available to occasionally attend the regular City Council Meetings (2nd and 4th Mondays of each month, starting at 7:00 p.m.) and the Bicycle and Pedestrian Advisory Committee Meetings (bi-monthly on 3rd Thursday starting at 6:00 p.m.).

Compensation: It is anticipated that the Contract Employee will typically work no more than 30 hours per week. Salary ranges from \$40.00/hour to \$50.00/ hour, commensurate with experience. Contract employee shall be responsible for 4% contribution to PARS (Public Agency Retirement Services) and may be subject to further payroll related deductions based on hours worked within a fiscal year.

To Apply: Please submit a cover letter stating why the position is of interest, résumé, response to the questionnaire, and a list of three professional references to Helen.Chin@culvercity.org.

Note: First round of review résumé will take place on August 12th, 2019. Position will remain open until the staffing need is met and may close without advance notice.

Equal Opportunity Employer

Note: Special assistance for persons with disabilities may be available to help with the process upon request. Contact the Administrative Services Department/Human Resources Division, P.O. Box 507, Culver City, CA 90232-0507. (310) 253-5640 V/TDD (310) 253-5647 (Hearing Impaired Only). – Women, Minorities & Disabled Encouraged to Apply.

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