



# **CAREER OPPORTUNITY PROFILE**

**Job # 201920**  
**Opens: 4/22/2019**  
**Open until filled**

**TITLE: Safe Routes to School Coordinator**  
**Classification: Assistant Planner**  
**Community and Economic Development Department**  
**Limited Term Full-time (40 hrs/wk)**

## **ABOUT OREGON CASCADES WEST COUNCIL OF GOVERNMENTS (OCWCOG)**

OCWCOG manages a variety of local, State, and Federal programs to serve residents, local governments, and businesses in our tri-County Region. OCWCOG is recognized by the State of Oregon as an Area Commission on Transportation (ACT) and a Type B Medicaid Transfer Agency. Additionally, the association is recognized by the Federal Government as an Area Agency on Aging (AAA), an Economic Development District (EDD), a U.S. Small Business Administration (SBA) Revolving Loan Fund Coordinator, a U.S. Department of Agriculture Revolving Loan Agency, and staffs the two Metropolitan Planning Organizations (MPOs) in the Region. These designations increase OCWCOG's ability to serve our communities' needs.

As an Oregon intergovernmental entity, in addition to the programs and services that OCWCOG is required by State or Federal contract to provide, OCWCOG helps businesses find appropriate capital; facilitates seniors and persons with disabilities plan for independent living; coordinates local road improvement priorities; and assists with administration and technical support for its member governments.

Each program works towards OCWCOG's mission of helping the Region's communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

## **ABOUT THE AREA**

Oregon Cascades West Council of Governments (OCWCOG) member agencies are located in the Willamette Valley and the Central Oregon Coast. The rugged Oregon seacoast, the high mountain passes of the Oregon Cascades, lush greenery, and the agricultural abundance of the Valley are an attractive addition to an education, employment, and cultural hub.

Only a one-hour drive to Portland and 40 minutes to Eugene – the region's major airports and gateways; and, a twenty-minute drive to Salem, Oregon's State Capitol, where many of OCWCOG's funding agencies and partners are found. The Southern Willamette Valley is best known for its agriculture and its innovation, which include a flourishing wine industry, innovation accelerators, a growing start-up culture, high-tech industry and access to tens of thousands of students, professionals, and entrepreneurs affiliated with Oregon State University, Samaritan Health Systems, Linn-Benton Community College, Hewlett-Packard, the U.S. Department of Energy, and hundreds of other businesses, non-profits, agencies, and community partners.

The Oregon Coast is proof of the Northwest's amazing diversity and its 350-mile coastline is anything but mundane. The Cities of Newport and Toledo anchor OCWCOG's presence in Lincoln County and provide access to multiple working ports, harbors, and bays, and a historic logging and fishing culture. Oceanic and atmospheric research are conducted by the National Oceanographic and Atmospheric Agency and Oregon State University among others – spinning off innovation and industry in fisheries, energy, resource management, and tourism.

## **ABOUT THE SAFE RIDES TO SCHOOL PROGRAM**

“Safe Routes to School” refers to efforts that improve, educate, or encourage children to safely walk (by foot or mobility device) or bike to school. The Oregon Department of Transportation has two main types of Safe Routes to School programs: infrastructure and non-infrastructure grants and technical assistance. Infrastructure programs focus on making sure safe walking and biking routes exist through investments in crossings, sidewalks and bike lanes, flashing beacons, and the like. Non-infrastructure programs focus on education and outreach to assure awareness and safe use of walking and biking routes. Investments include developing Safe Routes to School Action Plans, educating students on walking and biking options and how to do use them safely (laws, rules, and guidelines), among other efforts. OCWCOG supports school district throughout its Region with planning and implementing SRTS programs.

## **GENERAL INFORMATION**

***This announcement will remain open until filled; however, the application screening process is expected to begin on or about May 1, 2019. Therefore, at the agency’s discretion, materials received after May 6, 2019 may not receive consideration.***

This position is represented by the Service Employees International Union (SEIU) Union. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

## **ABOUT THE POSITION**

Under general direction of the CED Director, handles project development, coordination and implementation for Safe Routes to School non-infrastructure projects, including, but not limited to, bicycle and pedestrian education, building support within the region for Safe Routes programming, and active outreach to school districts, city staff, community groups, and others. Responsible for training volunteers to assist with bicycle and pedestrian safety activities.

## **ESSENTIAL JOB DUTIES**

Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services. Additional Job duties may also include:

- Track the status of projects and completion of reporting requirements.
- Complete technical work in the development, implementation, and monitoring of transportation-related SRTS projects.
- Work with ODOT to continue to develop OCWCOG Staff as a regional coordinator to deploy Safe Routes to School programming in the region.
- Work to identify training opportunities that provide value to Safe Routes programming including childhood education, bicycle and pedestrian safety curriculums, and train the trainer programs when appropriate.
- Perform a variety of planning activities for local school districts within Albany, Jefferson, Sweet Home, Lebanon, and Harrisburg to increase value, capacity, and Safe Routes network within the state.
- Provide assistance to local school districts and other groups and committees regarding Safe Routes goals and objectives by identifying projects within the region.
- Support relationships with local, State, and Federal agencies.
- Trainer for bicycle and pedestrian education and/or volunteer to assist with events.

- Plan and coordinate special events including promotions to inform the public about Safe Routes programming and bicycle and pedestrian education.
- Build and maintain networking relationships with local agencies, school staff, and other parties to develop programs and resolve transportation issues.
- Work with individual schools, school districts and the state to increase active transportation and safety.
- Assist in the development and implementation of incentive programs and surveys.
- Prepare and deliver presentations regarding Safe Routes to School and represent the organization in public meetings and at special events.
- Develop and implement outreach activities, campaigns, and strategies to promote transportation programs and projects.

#### OTHER JOB DUTIES

- Performs other related duties as assigned by supervisor.

#### **WORKING ENVIRONMENT**

Work is performed in both an office environment utilizing a personal computer, telephone and a variety of office equipment, and outdoors for the instruction of bicycle and pedestrian activities. Position requires sitting for long periods of time and performing extensive computer work; leading bicycle rides and providing bike instruction will be required. Occasional travel may be required to attend meetings and events.

#### **MINIMUM QUALIFICATIONS**

##### **Experience & Training**

Associate degree in planning, public policy, public transportation, transportation planning, active transportation, education, marketing, communications or a related field; Bachelor's degree in a related field is preferred. Two years of work experience in planning, public policy, public transportation, transportation planning, active transportation, education, or a related field; OR, any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the job.

##### **Knowledge, Skills and Abilities**

- Experience or working knowledge within one or more of the following programs; transportation planning, active transportation outreach, community-based comprehensive planning, transportation policy, grant writing, K-8 education, bicycle and/or pedestrian education;
- Excellent interpersonal and verbal communication skills, including the ability to prepare and effectively make presentations to and facilitate meetings of various groups and the public;
- Ability to write and manage contracts and grants;
- Ability to organize and structure own work, and exercise initiative;
- Ability to meet deadlines and juggle diverse multiple tasks and priorities;
- Ability to gather, organize and analyze data and information and draw conclusions and formulate recommendations;
- Ability to utilize a personal computer for word processing, spreadsheet preparation, presentations, database development and management and electronic communication.
- Proficiency in Microsoft Office (Excel, Word and PowerPoint) is required; Adobe Creative Suite software, including Illustrator, InDesign and Photoshop; and website platforms (e.g. WordPress, HTML, or other content management systems) is desirable.
- Ability to design and facilitate group visioning, goal setting, planning and decision-making processes;
- Ability to seek, build and maintain critical partner relationships;
- Ability to develop and manage budgets involving multiple funding sources.

##### **Licenses, Certificates, & Other Requirements**

- Possession of a Valid Oregon Driver's License or have the ability to obtain reliable transportation in order to travel throughout the three-county area.
- Successful completion of a criminal history background check.
- Must be Red Cross First Aid, CPR, and AED certified within 90 days of holding the position.
- Must be willing to complete of the League of American Bicyclist trainer course required.

**STARTING SALARY and BENEFITS:** \$20.96 - \$23.13, plus a generous benefit package including medical, dental, vision (Some Medical plans offered may have employee cost share), life, long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

### **TO APPLY**

An application and detailed job description is available at [www.ocwcog.org/careers](http://www.ocwcog.org/careers). **You must submit the following application materials to be considered as a viable candidate:**

1. An **OCWCOG Employment Application**, completed and signed.
2. A **current resume** that clearly describes your experience, skills, and/or knowledge related to the requirements of the position and demonstrates that you meet qualifications of the position listed above.
3. A **cover letter** explaining how your background, experience and training qualify you for this position. **Please describe your experience and training specifically as they relate to the Desired Attributes.**

If you are an eligible veteran and wish to claim veterans' preference points AND you also meet the minimum qualifications for this position, the points will be added to your score. To receive veterans' preference points, you **MUST** attach to your application materials the following required documentation:

- A copy of your DD214/DD215 form; OR a letter from the US Dept of Veteran's Affairs indicating you receive a non-service connected pension for the five (5) point preference.
- A copy of your DD214/DD215 form; AND a copy of your veteran's disability preference letter from the Dept. of Veterans' Affairs for the ten (10) point preference.

**The first review of applications will be on or around May 1, 2019. For immediate consideration, apply now.**

Only complete applications will be considered. Be sure to attach any required documents. The selection process will consist of a review of the materials provided and an evaluation of experience and training. Candidates most closely matching the desired attributes will be invited to interview.

### **SUBMIT TO**

Oregon Cascades West Council of Governments  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrcruit@ocwcog.org](mailto:hrrcruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing because of transmitting by fax or which may

be lost through the mail.

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670