



FC BIKES PROGRAM SPECIALIST

PDT Services / FC Moves Department
Contractual Position
Salary Range: \$2,943– \$3,525/mo.

Requisition #14079
Part time, 30 hrs/wk.
Open to the public

Closing Date: June 20, 2014

THE POSITION

SUMMARY: This position supports and expands the bicycling culture in Fort Collins specific to bicycle education and outreach with a supporting role in the development of multimodal transportation facilities and plans. Promotes safe alternatives to single-occupancy driving through development and implementation of extensive education and outreach programs on bicycle safety, initiatives to promote safe bicycling, and provides assistance to identify improvements of bicycle facilities and develop grant applications for project funding.

ESSENTIAL DUTIES AND

RESPONSIBILITIES: The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

- Bicycle safety education curriculum development and implementation, including:
 - Manages the expansion/implementation of the Bicycle Ambassador Program, including overseeing volunteers and paid ambassadors
 - Coordinates and organizes educational classes and presentations, including recruiting participants, and securing locations and instructors.
 - Offers presentations, clinics (such as Traffic Skills 101) and educational resources for youth, college students and adults.
 - Coordinates and facilitates the Bicycle Pedestrian Education Coalition and regional coordination efforts;
 - Implements key enforcement/education initiatives as identified in the 2014 Bicycle Master Plan;
 - Expands and implements education and marketing campaigns;
 - Partners with Safe Routes to School, Poudre Valley Hospital, Colorado State University, Poudre School District, etc. to provide bicycle education.
- Oversees the annual bicyclist and pedestrian count program.

- Organizes and leads volunteers and interns.
- Assists with seasonal outreach campaigns including: Roll into Spring/Women on a Roll, Bike Month, and Bike Winter.
- Conducts bicycle education and promotion outreach within the business community and the community at large.
- Works with enforcement agencies to create proactive, educational campaigns.
- Supports Transportation Planning in updating and implementing Bicycle Plans.
- Sits on the CSU Campus Bicycle Advisory Committee.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities. This position will oversee volunteers and hourly bicycle ambassadors.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, reach with hands and arms, and talk or hear. The employee is occasionally required to stoop, kneel or crouch. The employee may regularly lift up to 50 pounds, and carry 25 pounds at one time.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions

and otherwise performs duties in a normal office environment. The noise level in the work environment is usually moderate.

This job may require work outside of typical work week hours including weekend and evening commitments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

THE SUCCESSFUL CANDIDATE

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of best practices in bicycle safety education, promotion and programming.
- Ability to effectively manage programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to relate effectively with people from a variety of backgrounds.
- Ability to develop easily understood and engaging promotional materials for the public.
- Ability to use word processing, database, presentation, web page and photo-editing software.
- Ability to successfully write grant proposals and administer grants.
- Ability to develop and maintain effective working relationships and to deal resourcefully with media, public agencies, City departments and the public.
- Knowledge of local, regional, state and national laws pertaining to bicycling.
- Knowledge of bicycle safety education curricula.

EDUCATION AND EXPERIENCE: Bachelor's degree in planning, education, communications, public administration, public health, or a re-

APPLICATION: Only on-line applications accepted for this position. Visit our website at www.fcgov.com/jobs to apply on-line by **Friday, June 20, 2014.** Requisition #14079. Benefits included. City of Fort Collins, Human Resources Department, 215 N. Mason, P.O. Box 580, Fort Collins, CO 80522. (970) 221-6535. Public access computers are available at H.R. Dept., Poudre River Public Libraries, and the Larimer County Workforce Center.

The City of Fort Collins will make reasonable accommodations for access to City services, programs and activities and will make special communication arrangements for persons with disabilities. Please call (970) 221-6535 for assistance.



lated field, two to four years of experience in bicycle education, program management, and public outreach; or equivalent combination of experience and education. Master's degree preferred.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from City staff and management, community bicycle groups, and the general public.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, AND REGISTRATIONS: League of American Bicyclists League Cycling Instructor desired or willingness to complete upon hire.

**THE CITY OF FORT COLLINS IS AN EQUAL OPPORTUNITY EMPLOYER.
DRUG TEST REQUIRED.**