

City of San Mateo

Department of Public Works

Position: Management Analyst I (Safe Routes to School (SRTS) Coordinator)
Salary: \$44.32-\$52.81 per hour (based on qualifications)
Job Type: **Per Diem;** Part-time
Location: Public Works Department – City Hall/City Plaza
1900 O'Farrell St., San Mateo, CA 94403
Hours: Approx. 20 hours per week based on needs
Close Date: **Open until filled.**

Position:

The Management Analyst I (Safe Routes to School (SRTS) Coordinator) will work in the Department of Public Works Engineering Division and will be assigned to oversee planning, implementation, and operations of the City's SRTS Program. The position will be the main contact for the City regarding all SRTS projects and programs and act as a liaison between the City, San Mateo-Foster City School District, San Mateo Union High School District, and private schools.

Duties may include but are not limited to:

- Lessons on traffic safety, bicycle and pedestrian skills, and other topics that will help students understand the importance of active transportation
 - Update the SRTS website with relevant information
 - Develop and distribute flyers and handouts to schools
 - Coordinate school assemblies, bicycle, and pedestrian rodeos, etc.
- Develop and implement programs to motivate students to participate in SRTS and to emphasize that walking and biking to school can be an enjoyable activity
 - Develop a City Awards incentive program
 - Provide giveaways
- Coordinate and lead site visits to schools to observe circulation activity and conduct a needs assessment. With the assistance of other Public Works staff, identify potential infrastructure projects or right-of-way improvements to improve accessibility in the school zones.
- Coordinating with law enforcement personnel for on-site trainings and education
- Measurement of the effectiveness of the improvements and programs, and to find areas for improvement by conducting student and parent surveys, and monitoring effectiveness of infrastructure improvements
- Public outreach to schools, parents, students and the community around active transportation options and safety for school commutes
- Apply for grant funding for future SRTS activities, including walk audits and a SRTS Plan

Minimum Qualifications:

- A Bachelor's Degree in planning, education, or related field (Master's degree highly desirable)
- Familiar with the local community and school districts
- Experience working with students, teachers, and parents
- Experience in public outreach and communications

Knowledge, Skills and Abilities:

- Ability to learn new information quickly
- Excellent verbal and written communication skills
- Strong research and analytical skills
- Ability to prioritize assignments and utilize good organizational skills
- Exhibit a positive attitude and flexibility in accepting assignments

- Prepare, develop, implement, and monitor programs
- Multi-lingual (Spanish) is a plus
- Pass fingerprint background check

HOW TO APPLY: This is a **part-time position** that reports to the Principal Transportation Planner and offers no benefits. Interested candidates should submit an online City of San Mateo employment application at www.calopps.org.

All applications will be reviewed in detail and the most qualified applicants will be invited to interview. The most successful applicants will be hired pending all necessary paperwork, DMV, and work history check. On the first day of employment individuals will be required to provide documentation for proof of authorization to work in the United States.

Should you have questions regarding this position, please contact Sue-Ellen Atkinson at seatkinson@cityofsanmateo.org.

The City of San Mateo is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, color, political affiliation, or disability.