

CLASS TITLE: TRAFFIC STUDIES AND SCHOOL SAFETY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under direction performs responsible supervisory work in directing a city-wide school safety traffic program, and other related assigned duties.

EXAMPLES OF DUTIES:

- Oversees the assignment of school crossing escorts and emergency substitutes to a large number of fixed positions
- Coordinates a city-wide school safety traffic program involving contact with various public and private school officials within the City limits
- Interviews, hires, trains, evaluates, assigns and disciplines employees
- Programs and is responsible for the operation of City school speed limit signs and lights
- Coordinates the inspection of school crossing signage and crosswalk painting at school crossing zones
- Participates in surveys related to the correct placement of school guards and traffic control devices
- Visits and evaluates the effectiveness of present school safety traffic measures and makes appropriate recommendations
- Evaluates and writes proposals for new locations and changes to existing locations
- Performs periodic visits to escorts and observes performance and evaluates locations
- Helps plan the police enforcement necessary to establish safe crossings
- Investigates and resolves citizen complaints about escort's work
- Prepares written correspondence in reply to complaints from citizens, principals and school officials
- Maintains records related to the work performed by the subordinates
- Manages and coordinates the traffic studies and data collection program
- Produces reports and conclusions utilizing data collected and analyzed by proprietary software
- Prepares annual vehicular count map, summarizing traffic volume totals
- Performs special traffic engineering studies
- Orders, maintains and issues equipment
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in business or public administration or a related field and four (4) years of responsible office experience with at least one (1) year in a supervisory or management capacity, preferably involving a variety of public contacts; or a bachelor's degree in business or public administration or a related field and two (2) years of experience in a supervisory or management capacity, preferably involving a variety of public contacts; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the methods and techniques of supervision, management and organization; good knowledge of effective public relations techniques; some knowledge of established traffic safety principles; and some knowledge of statistical survey methods. Ability to recognize, analyze and solve related safety and traffic problems; ability to program school lighting system; ability to express facts and information clearly and concisely both verbally and in writing; ability to perform simple statistical surveys; ability to use specified software; ability to maintain complete and accurate records; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, standing, sitting, reaching, handling, climbing and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in inclement weather and indoors in an office setting; and requires travel to various locations for evaluations.

Class Code: 3006

EEO Code: E-02

Pay Code: EX-32

Group: Public Safety

Series: Public Safety Technical

Effective date: May 23, 2007