



Date Developed:	October 2022
HR Review Date:	

**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>City Manager's Office</b>
<b>DIVISION:</b>	
<b>POSITION TITLE:</b>	<b>Transportation and Mobility Coordinator</b>
<b>JOB TYPE:</b>	
<b>PAY GRADE/RANGE:</b>	<b>NE9/75: \$38.05 - \$57.08/Hourly* (which is \$74,197.50 – \$111,306/Annually based on 37.5 weekly hours)</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>CIVIL SERVICE STATUS:</b>	
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.  
The City seeks to implement new salary grades for FY23 which may affect the current minimum - maximum pay range for this position.

**NATURE OF WORK:**

The City of Evanston aspires to be recognized as a world-class leader for providing and coordinating a full array of quality mobility transportation options with innovation, integrity and teamwork.

This position performs professional and administrative work coordinating City-wide transportation and mobility goals and programs within the City Manager's Office in collaboration with the Public Works Agency and Community Development Department. Responsibilities include formulating and administering transportation policies and procedures, working closely with and addressing day-to-day and policy issues with RTA, CTA, Metra, Pace, Divvy, and other transportation agencies, collaborating with various internal and external stakeholders to assist in the implementation of the City's Comprehensive and Strategic Plans, the Climate Action & Resilience Plan (CARP), 2014 Bike Plan, Multi-Modal Plan, transit-oriented development (TOD), Health Department's EPLAN, and the Complete Streets Policy. May provide support to boards and commissions. Additional responsibilities may be assigned at the discretion of the Deputy City Manager.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Works with multiple City Departments and the City Manager's Office to assist in the implementation of multi-modal and bike plans.
- Works in coordination with multiple City Departments to secure funding for transportation and mobility projects and programs with federal and state grants, philanthropic sources, or innovative revenue generation.
- Acts as the City's Bicycle Coordinator and assists in implementing the Bike Plan programs and policies, including marketing efforts for bike and mobility programs.
- Receives and reviews bike parking requests and assists with implementation.
- Coordinates with transit service providers regarding service schedules, bus routes, stop locations, shelters, and amenities.
- Represents the City at the Northwest Municipal Conference (NWMC) Bike and Pedestrian Committee.
- Manages the City's bicycle ride share Divvy program.
- Supports implementation of Evanston's Climate Action & Resilience Plan (CARP).
- Serves as the City's point of contact for coordination with area transportation agencies, including but not limited to Union Pacific, Metra, RTA, CTA, PACE, and Divvy.
- Develops and implements a comprehensive multimodal transportation data collection program that includes vehicle-miles-traveled.
- Coordinates an interdisciplinary technical advisory committee of both internal and external stakeholders.
- Conducts surveys to analyze patterns and trends in all modes of transportation within the City.
- Works with staff on long-range planning efforts to establish policies and programs for redevelopment and neighborhood improvement with a focus on improving mobility through all modes of transportation, complete street policies, and TOD.
- Participates in multi-departmental teams.
- Provides ordinance interpretations and participates in the development of staff recommendations to the City Engineer, Department Directors, City Manager, City Council, and Design and Project Review (DAPR) Committee.
- Serves as a technical advisor and represents the Department and the City in an official capacity at City Council meetings, multiple board and commission meetings, regional meetings, and citizen meetings with respect to planning, transportation, and mobility matters.
- Works with local, state, and federal government agencies in relation to transportation and mobility.
- Determines appropriate strategies to reduce unnecessary vehicle miles traveled (VMTs) and incentivize the use of electric and hybrid vehicles.
- Manages other complex projects and consultant work relative to assigned work area.
- Responds to 311 inquiries related to the assigned work area.
- Performs other duties as assigned or required.

**MINIMUM REQUIREMENTS OF WORK:**

- Must possess a bachelor's degree or higher from an accredited college or university; possession of a master's degree is preferred.
- Must possess four (4) or more years of progressively responsible transportation and mobility work in local government/not-for-profit, public policy, or similar professional experience which demonstrates the knowledge, skills and abilities below related to areas of essential tasks.

Knowledge, skills, and abilities in the following areas:

- Comprehensive knowledge of the principles, practices, and regulations pertaining to local government transportation and mobility planning and execution.

- Knowledge of current trends in active transportation, micromobility, complete streets, trip generation, parking requirements, and vehicle electrification. Ability to research methods and sources of transportation information related to urban growth and development.
- Knowledge of municipal budgeting and federal grants.
- Excellent management and leadership skills.
- Skill in the use of personal computers and related software applications, specifically, Google Suite, Asana, and Zoom.
- Considerable knowledge of and ability to use web-based applications, databases, Geographic Information Systems (GIS), and a permitting software system.
- Skill in managing, coordinating, and directing work of professionals engaged in technical work.
- Excellent organizational and project management skills.
- Ability to speak before audiences with poise, voice control and confidence while using proper grammar and vocabulary appropriate to the audience.
- Excellent written and interpersonal communication skills in dealing with individuals and groups at various levels.
- Ability to establish and maintain effective working relationships with staff, officials, other departments, jurisdictions, and the public in a culturally diverse and inclusive environment.

**PHYSICAL REQUIREMENTS OF WORK:**

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc., using up to 25 pounds of force frequently and / or a negligible amount of force constantly to move objects. Subject to inside and outside weather conditions.

**SUPERVISION:**

Work is performed under the general supervision of the Deputy City Manager; work responsibilities are done in coordination with all City Departments. Supervision is exercised over professional staff; may act in the absence of the director, as assigned. Work is evaluated at least annually with respect to progress toward achieving goals, leadership, communication skills, customer service, and ability to work productively and effectively with employees at all levels in the organization as well as the City Council, City Manager, Department Directors, community groups, businesses, and the general public.

**PUBLIC CONTACT:**

The employee has regular and frequent contact with department and division employees and other City employees; regular contact with individual citizens and groups, including elected officials. Presentations during evening public meetings are part of the scope of this position.

**SELECTION METHOD**

Structured Oral Interview

**TYPE OF ELIGIBILITY LIST**

**LIFE OF ELIGIBILITY LIST**

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*To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.*

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*