



City of Sun Prairie
Transportation Coordinator

SALARY	\$34.47 - \$40.50 Hourly \$2,757.61 - \$3,240.19 Biweekly \$71,697.92 - \$84,245.05 Annually	LOCATION	Sun Prairie, WI
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2024-12	DEPARTMENT	Community Development
DIVISION	Planning	OPENING DATE	06/19/2024
CLOSING DATE	7/12/2024 11:59 PM Central		

This position is highly responsible for professional work in the development, coordination, management, and implementation of city-wide transportation and mobility planning. This work requires expert knowledge of city planning and development best practices pertaining to transportation, and general knowledge of transportation engineering, infrastructure, technology, and related subjects to successfully coordinate the city’s mobility systems. This role is characterized by collaborative work with internal and external planning and engineering professionals, ability to lead cross-agency teams, communication with policy makers and the public. The duty of this position incorporates a special focus and unique role in advancing the city’s social equity and sustainability values and goals.

View the [recruitment bulletin](#) for more details about the Sun Prairie community, position and benefits.

Starting salary of \$71,697.92 - \$84,245.05 (midpoint of range) depending on qualifications. Position is eligible for annual step increase based on performance.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Coordinates the City's comprehensive transportation and mobility planning efforts in a manner that will enhance livability, improve public health, pursue social equity and environmental stewardship by reflecting current best practices and meet the diverse needs of the City.
- Works closely with the Planning Director, City Engineer, and others to effectively coordinate plans of work, integrate diverse staff teams, align system goals and plans, implement adopted plans and achieve measurable results.
- Coordinates and oversees efforts aimed at developing, improving, and promoting active transportation infrastructure in the City, including overseeing and coordinating capital projects involving pedestrian and bicycle infrastructure, recreational multi-use paths, and various related programs.

- Demonstrates commitment and leadership in contributing to the City’s racial equity and social justice initiatives. Works to eliminate disparities and disparate impacts low-income people, people of color, and mobility limited people experience, particularly related to transportation.
- Contributes to cross-department sustainability and environmental efforts, including transportation demand management, transportation electrification, non-motorized mobility, VMT reduction, and similar.
- Researches and seeks opportunities for State and Federal grant funding for transportation-related projects in the City, including grant writing and administration of awards.
- Leads engagement efforts related to transportation, transit, and active transportation projects in the City.

Primary Job Duties

- Serves as the primary city staff in coordination with Madison Metro Transit on all aspects of service agreements, including but not limited to supporting local administration, local communication and promotion, evaluation and reporting, service modifications, and applying for grants.
- Leads the City’s Vision Zero initiatives.
- Provides primary staff administration of the Transit Commission and Bike Subcommittee.
- Provides staff support to the City Council, Plan Commission, Public Works Committee, and other boards and committees, as needed.
- Works with Federal, State, and regional partners to study, establish and expand local and regional transit service in the City, and monitor, provide recommendations and administer all grants and programs related to such efforts. This includes serving as the City’s liaison to the MPO, WisDOT, FHWA, and other transportation-oriented organizations.
- Contributes to the review of infrastructure arrangement, design, signage plans, and striping plans for City capital projects.
- Provides transportation-specific recommendations on development proposals, CSMs, and plats.
- Coordinates the City’s requirements for and review of Traffic Impact Analyses associated with City projects and/or development proposals and coordinates the review of completed TIAs by the City’s consulting traffic engineer.
- Coordinate with the Sun Prairie Area School District on its Safe Routes to School Plan and Hazardous Transportation Plan.
- Ensures compliance with Title VI regulations in day-to-day administration and general reporting requirements of the City’s transportation programs.
- Prepares and updates maps, brochures, and related materials related to the City’s bicycle network, municipal parking lots, transit system, sidewalks, traffic calming program, and other transportation-related programs for use by the public.
- Coordinates traffic studies and traffic counts, signal timing studies, operations, and safety analyses, including the preparation of reports and recommendations related to such studies.
- Assists in administering the City’s Official Maps.
- Assists with the update and maintenance of the City’s transportation web page.
- Assists in the assignment and review of work performed by consultants and interns.

Requirements of Work

Bachelor’s Degree in Urban Planning, Public Administration, Transportation Engineering, or a related field from an accredited college/university. Between one and three years of practical and current experience with transportation systems planning and public decision processes on transportation projects. Demonstrated knowledge and expertise of transportation planning and management in a complex urban and regional environment. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Graduate degree and AICP certification are preferred.

Knowledge of	<ul style="list-style-type: none"> • Current best practices in transportation planning, transit planning, planning for active transportation modes, and related procedures and techniques associated with transportation issues.
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	<ul style="list-style-type: none"> Relationship of transportation with land use, economic development, and overall city development. Current practices in racial equity, social justice, ecological sustainability, climate change, public health, and their relationships with transportation and mobility systems and policies. State and federal transportation agencies, relationships, policies, grant programs, and other offerings. Data collection and analysis as it pertains to transportation planning.
Ability to	<ul style="list-style-type: none"> Present results of research effectively in oral, written, and graphic form. Relate and communicate technical engineering concepts and practices in a general community planning and city development context. Work effectively with elected officials, appointed commissioners, citizen groups, developers, and the general public. Develop and manage a short- and long-term work plan that requires considerable multi-department coordination. Link short-term planning and projects with strategic thinking to long-term goals and anticipate future consequences of current tactics. Interpret policies and make decisions according to relevant departmental practices and procedures. Often uses discretion when making decisions in absence of specific policies and/or guidance from supervisors. Develops critical goals and objectives of the organization that could result in critical financial loss, property damage, or bodily harm/loss of life.
Skill in	<ul style="list-style-type: none"> Preparing graphics, maps, tables, and charts for plans and staff reports; strong writing and public speaking skills. Working effectively with community groups, elected officials, developers, and other City staff. Use of GIS software to create maps, conduct analysis, and complete miscellaneous transportation planning-related studies.

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

- Work is primarily performed under general office conditions. Does require incumbent to drive to various locations throughout the city to perform on-site inspections of projects.
- The employee must occasionally lift and/or move up to 50 pounds.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The City of Sun Prairie is committed to advancing equity, honoring our diverse identity, and creating an inclusive culture. These serve as our guiding principles every day in all that we do. Keep us accountable to this mission and join us in this commitment to a thriving Sun Prairie, as you live, work, and play. If you need an accommodation during the hiring process, please contact Human Resources at 608-825-1174 or HumanResources@cityofsunprairie.com.

Agency

City of Sun Prairie

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Sun Prairie, Wisconsin, 53590

Phone

608-825-1174

Website

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