

CITY OF GLENDALE

TITLE: Traffic Education Program Manager CLASS CODE: 714

REPORTS TO: Transportation Director GRADE: 27

DEPARTMENT: Transportation FLSA: E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY: Creates, plans, organizes, implements, and manages traffic education programs, curriculums, and special events to increase traffic safety awareness and preparedness for Glendale residents.

ESSENTIAL FUNCTIONS:

1. Plans, and formulates traffic safety programs, designs and creates materials and curricula, and presentations for age-specific audiences including supervision of staffs and budgets.
2. Conducts traffic safety presentations suited for a wide spectrum of age levels and backgrounds.
3. Trains, motivates, develops and supervises volunteers and school personnel and administrators.
4. Integrates activities and services with other traffic safety programs and agencies outside the City of Glendale on local, state, and federal levels.
5. Assists Glendale's school system with traffic safety programs including pedestrian and bicycle safety and driver education training.
6. Fosters and maintains successful relationships with public, private, and charter school teaching personnel at elementary, middle, high school and college/university levels.
7. Supervises clerical functions of the department. Coordinates program activities with mayor and city council staff.
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9. Works effectively with the press and media, develops contacts, and creates relationships that enhance Glendale's transportation concerns and its image valley-wide.
10. With general direction communicates and implements general policy into specific programs and actions.
11. Coordinates with the city attorney's office to prevent and mitigate any possible liability.
12. Solicits, evaluates and selects material bids and contributions.

SECONDARY FUNCTIONS:

13. Performs other related duties as assigned.

TRAFFIC EDUCATION PROGRAM MANAGER

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Policies and restrictions of city involvement in outside programs and community standards sensitivity.
Teaching techniques and writing and design curricula.
Traffic engineering and transportation planning.
Practices and principles of supervision, journalism and media presentations.
Education systems and administration in Glendale.

Ability to:

Write grants and award applications.
Develop positive working relationships with business leaders, community groups, governmental agencies, and other organizations.
Supervise, train and develop employees and volunteers.
Establish effective working relationships with City staff, customers and the public.
Communicate effectively verbally and in writing.
Effectively present programs to a diverse audience with media to include print, video, electronic and in person.

WORKING CONDITIONS:

Office and classroom setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in education or related field and four years experience teaching at the intermediate level or in a professional setting. Master's Degree preferred. Preference will be given to candidates with journalism experience and experience in creating, planning, and executing large events including coordination of volunteers and supervising office personnel.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.