



Los Angeles County Department of Public Health (Healthy Policies Initiative)

“PROJECT MANAGER”

Active Transportation Planner – Job Description

Position: Exempt

Monthly Salary: \$5,917

Fully Paid Medical/Dental Insurance

The following provides a general description of duties and a more specific description of requirements for the Active Transportation Planner. Please note that the summary of responsibilities and required abilities identified below are not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Active Transportation Planner will serve as project manager **for the Healthy Policies Initiative, which supports policy change in cities with high rates of obesity**. The Active Transportation Planner will have primary responsibility for preparing active transportation plans and policies (e.g. Safe Routes to School Plans, bicycle and pedestrian plans, etc.) including all technical, management, and outreach duties.

- Develop and prepare active transportation plans and policies for each partner community.
- Conduct fieldwork, including collecting quantitative and qualitative data, to inform the development of the plans.
- Coordinate and facilitate outreach activities to collect community input to inform the plans.
- Convene community workshops with stakeholders to get input into draft plans.
- Coordinate and facilitate stakeholder advisory committees with city staff, transportation agencies, and community leaders, as needed, to guide plan development.
- Incorporate fieldwork findings and data into draft plans.
- Analyze community and city input and revise plans as needed.
- Present plans to key stakeholders and decision-making bodies for adoption.
- Other duties as assigned by PLACE Program Director.

Minimum Qualifications

- o A Bachelor’s Degree in urban planning or related field from an accredited college or university – **AND** – Three years of experience developing active transportation plans (e.g. bicycle and pedestrian master plans, Safe Routes to School Plans). A Master’s Degree in urban planning or related field from an accredited college or university may be substituted for one year of the required experience.
- o Valid California driver’s license, proof of vehicle insurance, and reliable transportation or ability to secure timely transportation for travel to a variety of sites throughout Los Angeles County.

Desirable Qualifications

- o Experience developing active transportation plans, projects, or programs.
- o Ability to draft active transportation plans under tight deadlines.
- o Experience using a variety of strategies to collect community input on bike and/or pedestrian initiatives.
- o Experience planning and facilitating community workshops.
- o Experience collaborating with a variety of stakeholders including city staff, community members, and decision-makers.
- o Excellent oral and written communication skills.
- o Strong project management skills and follow-through.
- o Solid understanding of the relationship between active transportation and public health.
- o Ability to fluently speak and write Spanish.
- o Skilled in use of MS Office and Adobe Creative Suite.
- o Experience developing maps in GIS.

Qualified candidates should contact Arlene Apodaca (arlene.apodaca@p-i-d.biz), Frances Martinez (frances.martinez@p-i-d.biz) or upload your resume and cover letter to www.partnersindiversity.com