

JOB ANNOUNCEMENT

***Regional Transportation Safety Planner/Coordinator***

The Rapides Area Planning Commission (RAPC) is looking to hire a Regional Transportation Safety Planner/Coordinator to promote, develop, and implement the activities that are set forth through the Regional Safety Coordinated Plan within the Central Louisiana Highway Safety Coalition (CLHSC), while working closely with the Louisiana Department of Transportation & Development (LADOTD) in carrying out its Statewide Safety Plan. The Safety Coordinator will be responsible for activities but not limited to help set and implement the Vision/Mission/Goals and associated performance measures, help identify and bring awareness to safety related activities relevant to driving while impaired, distracted driving, occupant protection, unrestrained occupants, young drivers, intersections, roadway departure, bicycle and pedestrian safety and to seek out other safety related activities within the Region. The ideal candidate should be passionate about safety having related experience in transportation planning safety initiatives and should possess a degree in Marketing, Business, Planning, , Transportation Planning, Political Science, Criminal Justice or other related field; or, three years related experience in transportation safety. Salary range is \$45-55K commensurate with knowledge and experience. RAPC is an Equal Opportunity Employer / Affirmative Action Employer (EOE/AEE). The job description may be viewed at the RAPC website: <http://www.rapc.info/>. More information about the Central Louisiana's highway safety coalition can be found at <http://www.rapc.info/Transportation/Safety/CLSC.aspx>

This position is open until filled. Individuals interested please send your resume to the email address listed below:

Sooraz Patro, Transportation Director  
Rapides Area Planning Commission  
1405 Frank Andrews Blvd.,  
Alexandria, LA 71303 or  
[sooraz@rapc.info](mailto:sooraz@rapc.info)

**REGIONAL TRANSPORTATION SAFETY PLANNER/COORDINATOR**

**Job Description**

This position is responsible for planning, establishing, implementing, and maintaining a variety of safety programs to assure the highest possible degree of safety for our citizens. The successful candidate will be a self-starting leader who enjoys the challenges of daily involvement with safety related activities.

The Transportation Safety Planner/Coordinator shall handle effective safety program management, event coordination, safety advocacy, community outreach, data assessment, Alexandria/Pineville MPO assistance and media relations to promote highway safety throughout the region. He or she will work

closely with federal/state agency partners, regional stakeholders, local jurisdictions and non-profit organizations in seeking out opportunities for regional strategic highway safety improvements aimed at the reduction of fatalities.

**Specific job responsibilities are as follows:**

**Safety Planner/Coordinator**

Serve as the Regional Transportation Safety Planner/Coordinator between the Federal/State and local safety agencies that work collaboratively to develop and implement the Regional Transportation Safety Plan and Safe Communities Action Plan.

Assist regional coalition partners, law enforcement agencies, Alexandria/Pineville Metropolitan Planning Organization (MPO) stakeholders and non-profit organizations in seeking out for funding opportunities and collaborative initiatives that may help improve the safety of roadways and highways in all ten parishes within Central Louisiana Highway Safety Coalition (CLHSC).

Plan, coordinate and facilitate Regional Transportation Safety Coalition meetings.

Work with regional and statewide partners in the implementation of the Strategic Highway Safety Plan— from research to data collection and analysis, identification of performance measures, development and implementation of action plans, subcommittee coordination, and submission of progress reports to LADOTD in a timely fashion.

Research, collect and analyze crash data for project planning and development purposes.

Oversee and manage the development of programs funded by LADOTD, Louisiana Highway Safety Commission, Louisiana Transportation Research Center and other sources.

Facilitate all transportation safety related meetings, including but not limited to: Coalition Emphasis Area Task Force meetings, full CLHSC meetings, etc.

Attend and represent RAPC and the Transportation Division at all related meetings, including but not limited to: LADOTD Regional Incident Management Team meetings, Regional Safety Audits, Safe Routes to School, Safe Routes to Public Places, LADOTD State Highway Safety Plan Emphasis Area, Implementation Team, and other relevant meetings.

Present RAPC Transportation Division information and priorities at related meetings, including but not limited to: MPO Policy Committee, MPO Technical Advisory Committee, RAPC Human Services Coordinated Plan Committee, RAPC Regional Safety Plan Subcommittee, and other related meetings. Demonstrate an understanding of the planning profession, particularly the land use – transportation connection.

Review and approve for distribution draft minutes of all RAPC transportation safety related meetings.

Assignments will be varied and may include data compilation and analysis; preparation of materials, maps, graphics and/or presentations for MPO, local jurisdictions and agency meetings; serve as liaison with the state data office, LADOTD, LHSC, other MPOs, regional jurisdictions, the Safe Routes to School program, Safe Routes to Public Places Program, law enforcement agencies and the media; attendance to events such as Safety Summit and local rallies; educational outreach to high schools, and civic and community organizations; assembling teams and traffic safety advocacy.

GIS – data compilation and analysis, data driven approaches to crime and traffic safety, crash data, liaison with State data office and MPO, local jurisdictions, provide maps and graphics for MPO and local jurisdictions/agencies meetings, etc.

The Transportation Safety Planner will conduct research, establish performance measures, lead stakeholders to develop the Regional Safety Plan, oversee implementation of the Plan, and submit progress on performance measures to LADOTD monthly.

Analyze local crash data to suggest and prioritize locations for “Road Safety Audits” – lead a multidisciplinary team in implementing the LADOTD Road Safety Assessment program.

Promote, develop, and implement the activities that are set forth through the Regional Safety Coordinated Plan in addition to working closely with the LADOTD in carrying out its Statewide Safety Plan. The activities for which the Safety Coordinator will be responsible for but not limited to will be to help set the Vision/Mission/Goals and associated performance measures, help identify and bring awareness to safety related activities relevant to driving while intoxicated, cell phone usage while driving, aggressive driving, occupant protection, on road ATV use, and to seek out other safety related activities within the Region. Media liaison – Public Service Announcements.

Ensure compliance with federal transportation funding processes, requirements, and manage and administer grant funded programs. Administer multiple grants, including developing the scope of services, annual budget, schedule, reporting, and implementation. Monitor expenditures and coordinate delivery of monthly invoices for grant-funded projects; and maintain accurate and detailed records for preparing related written and statistical reports on a monthly and annual basis.

#### **Administrative**

Keep records of major safety planning documents, workshop literature, safety-related meeting agenda and minutes, pertinent correspondences, grant reporting files and other documents necessary for accounting and auditing purposes.

Submit monthly progress reports to the Transportation Director as well as Federal and/or State agencies that have certain reporting requirements.

Assist the Alexandria/Pineville MPO with administrative and bookkeeping tasks such as resource tracking, drafting of meeting minutes, public awareness initiatives, data evaluation, multijurisdictional coordination and site visits.

#### **Marketing/Education/Media**

Track educational resources, relevant safety information and literature that may be of significance throughout the safety program development and implementation process.

Write/edit/publish press releases and newsletters to major stakeholders, media, safety partners and the public to keep everyone up-to-date with past, present and future programs in our region.

Coordinate and/or assist partners in circulating valuable information through the use of tri-media (radio/TV/newspaper) and social media such as Facebook and Twitter.

Assist, participate, coordinate and/or attend safety events, media conferences, community outreach programs and other safety-related activities that are relevant to the implementation of our regional transportation safety plan.

Keep abreast with best practices and latest transportation safety technologies by participating in all safety-related meetings, trainings, workshops and other affiliated programs.

### **Qualifications**

This person should have related experience in transportation planning safety initiatives and should possess a degree in Marketing, Business, Planning, Engineering, Transportation Planning, Political Science, or other related field; or, three years related experience in transportation safety. Salary range is \$45-55K commensurate with knowledge and experience. RAPC is an Equal Opportunity Employer / Affirmative Action Employer (EOE/AEE). The job description may be viewed at the RAPC website: [www.rapc.info](http://www.rapc.info). More information about the Central Louisiana's safety coalition can be found at <http://www.rapc.info/Transportation/Safety/CLSC.aspx>.

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The RAPC is an equal opportunity employer and does not discriminate on the basis of age, race, gender, religion, color, sex, national origin, marital status, genetic information, sexual orientation, pregnancy status, physical or mental disability, veteran status or other status protected by law. In compliance with the Immigration Reform and Control Act of 1986, we will hire only U.S. citizens and aliens lawfully authorized to work in the United States (if the position is or will be one which is subject to U.S. law). We will provide reasonable accommodation for a qualified individual with a disability where appropriate.