

## JOB ANNOUNCEMENT

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### ***Regional Transportation Safety Planner***

Capital Region Planning Commission (CRPC) is looking to hire a Transportation Safety Coordinator to promote, develop, and procure the activities that are set forth through the Regional Safety Coordinated Plan while working closely with the Louisiana Department of Transportation & Development (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 impaired, distracted driving, aggressive 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. 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, five years related experience in transportation safety. Salary range is 40-55K commensurate with knowledge and experience. CRPC is an Equal Opportunity Employer / Affirmative Action Employer (EOE/AE). The job description may be viewed at the CRPC website: [www.crpcla.org](http://www.crpcla.org). More information about the capital region's safety coalition can be found at <http://crpcla.org/safety-coalition/>.

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

Kim Marousek, AICP, Director of Planning  
Capital Region Planning Commission  
Post Office Box 3355  
Baton Rouge, Louisiana 70821  
or  
[kmarousek@crpcla.org](mailto:kmarousek@crpcla.org)

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## **TRANSPORTATION SAFETY PLANNER/COORDINATOR**

### **Job Description**

The Transportation Safety Planner/Coordinator shall handle effective safety program management, event coordination, safety advocacy, community outreach, data assessment, Capital Region 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, Baton Rouge 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 five parishes.

Plan, coordinate and facilitate Safe Community Partnership and Regional Transportation Safety Plan Subcommittee Meetings.

Work with partners in the regional 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 and other sources.

Facilitate all transportation safety related meetings, including but not limited to: Safe Community Task Force, Regional Transportation Safety Plan Review Sub-Committee, etc.

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

Present CRPC Transportation Division information and priorities at related meetings, including but not limited to: MPO Policy Committee, MPO Technical Advisory Committee, CRPC Regional Coordinated Human Services Committee, CRPC Regional Safe Communities Task Force, CRPC 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 CRPC Transportation Division 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, law enforcement agencies and the media; marketing events may include functions such as Safety Summit and local rally; educational outreach to high schools, and civic and community organizations; assembling teams and conducting road safety audits; and traffic safety advocacy. The Coordinator will participate in all safety-related, incident management, MPO, and if needed-Parish and Council meetings.

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 multi-disciplinary team in implementing the LADOTD Road Safety Assessment program.

Promote, develop, and procure 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 Division Administrator, CRPC Executive Director and CRPC accounting department, and Federal and/or State agencies that have certain reporting requirements.

Assist the Capital Region 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 affiliated programs such as the Strategic Highway Safety Plan, Safe Communities, Safe Routes to School, Transportation Enhancement Program, Incident Management, the MPO, and other related meetings.

### **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, five years related experience in transportation safety. Salary range is 45-55K commensurate with knowledge and experience. CRPC is an Equal Opportunity Employer / Affirmative Action Employer (EOE/AAE). The job description may be viewed at the CRPC website: [www.crpcla.org](http://www.crpcla.org). More information about the capital region's safety coalition can be found at <http://crpcla.org/safety-coalition/>.

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The CRPC 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.