



GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition
- Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web:www.knoxvilletn.gov

5072 Vision Zero Coordinator 1/10/24
(Entry level and promotional)

ENTRY-LEVEL SALARY: \$66,341 annually
PAY GRADE RANGE: \$66,341 - \$106,146 annually (Pay Grade 318)
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.
Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by the extended deadline of 4:30 p.m. on: Thursday, January 25th, 2024.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- Copy of College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Bachelor’s degree from a CHEA accredited college or university or equivalent AND four (4) years of experience in transportation, planning, public policy, marketing, strategic communications or related field.

OR

Associate’s degree from a CHEA accredited college or university or equivalent AND eight (8) years of experience in transportation, planning, public policy, marketing, strategic communications or related field.

- Ability to obtain an appropriate Driver's License as required by State Law.

PREFERRED QUALIFICATIONS

- Master’s degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy, Public Administration, Communications, or a closely related field.
- Experience with presenting to elected officials, advisory boards, and/or high-level management.
- Knowledge of the principles and practices of transportation engineering, bicycle/pedestrian transportation, complete streets, transportation planning, urban design, traffic safety, traffic enforcement and construction.
- Experience managing budgets and/or grants.
- Proficiency with Microsoft Office and ArcGIS

EXAMINATION

The selection process will consist of a Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

POSITION DESCRIPTION

GENERAL DESCRIPTION

This position supports and promotes the development of the City’s Vision Zero program within the Transportation Engineering Division of the Engineering Department. This includes developing goals and strategies that can be implemented through partnerships across agencies and sectors in order to meet the goal of zero fatalities and serious injuries on streets in Knoxville by 2040.

ESSENTIAL FUNCTIONS

- Advises the Engineering Director and other Senior Staff on Vision Zero issues.
- Responsible for the management and implementation of the City's Vision Zero Action Plan through a collaborative process with internal and external stakeholders.
- Coordinates or assists with future updates to the Vision Zero Action Plan and the development of auxiliary plans related to Vision Zero.
- Develops and manages the messaging, graphics, and narratives of websites, dashboard, brochures, annual reports, and other communications materials.
- Conducts research studies, surveys, geospatial analyses, and interviews to inform project planning and design for all transportation modes including walking, bicycling, transit, and others.
- Coordinates and contributes to the planning and development of capital projects that support the Vision Zero Action Plan and improve safety for road users.
- May assist in the design and implementation of “rapid-response” installations using measures such as lane markings, flex posts, and traffic signal timing changes.
- Serves as coordinator for a Vision Zero Steering Committee.
- Collects input from stakeholders on transportation issues.
- Facilitates a two-way flow of information between external groups and internal team members.
- Assures that members of the public are provided with access to timely, accurate, and precise information related to Transportation policies, programs, and projects.
- Participates in departmental public relations efforts.
- Assists with the coordination and development of key program and project messaging.
- Disseminates general information to neighborhood leaders, advocacy groups and the public through grassroots outreach.
- Contributes to program and project website content; contributes to production and distribution of department quarterly reports and newsletters.
- Leads departmental public education efforts related to Vision Zero in the promotion and dissemination of critical transportation safety messaging through neighborhood and community partnerships and other means.
- Oversee collection and analysis of data, including updates to the High Injury Network.
- Participates in roadway safety audits and fatal crash assessments.
- Develops and implements a data-driven approach to achieve program goals
- Creates an annual Vision Zero report card to assess Knoxville's progress towards Vision Zero goals
- Plans, assigns work, and supervises subordinate personnel.
- Prepares reports and correspondence.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of transportation engineering, bicycle/pedestrian transportation, complete streets, transportation planning, urban design, traffic safety, traffic enforcement and construction.
- Ability to clearly and concisely express ideas in verbal and written form and prepare and maintain effective records, reports, and correspondence.
- Knowledge or experience with statistics and/or scientific research studies.
- Ability to establish and maintain collaborative relationships with the public, stakeholders, consultants, and colleagues.
- Ability to analyze and interpret data and communicate findings meaningfully.
- Ability to work with considerable independence and take ownership of assignments.
- Ability to lead and direct programs and projects.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, and/or a lower amount of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS

Bachelor degree from a CHEA accredited college or university or equivalent.

Ability to obtain an appropriate Driver's License as required by State Law.

AND

Four (4) years of experience in transportation, planning, public policy, marketing, strategic communications or related field.

OR

Associate degree from a CHEA accredited college or university or equivalent.

Ability to obtain an appropriate Driver's License as required by State Law.

AND

Eight (8) years of experience in transportation, planning, public policy, marketing, strategic communications or related field.

PREFERRED QUALIFICATIONS

Master's degree in Urban Planning, Architecture, Civil Engineering, Geography, Public Policy, Public Administration, Communications, or a closely related field.

Experience with presenting to elected officials, advisory boards, and/or high-level management.

Knowledge of the principles and practices of transportation engineering, bicycle/pedestrian transportation, complete streets, transportation planning, urban design, traffic safety, traffic enforcement and construction.

Experience managing budgets and/or grants.

Proficiency with Microsoft Office and ArcGIS