



City of Pleasant Hill

100 Gregory Lane, Pleasant Hill, CA 94523 (925) 671-5221

TRANSPAC / 511 CONTRA COSTA

INVITES APPLICATIONS FOR
OUTREACH COORDINATOR II
(FULL TIME 37.5 HOURS/WEEK – Benefits)

SALARY: Range is \$43,464 - \$56,184 Annually (Depending on Experience)

APPLY BY: Thursday, April 19, 2012, by 5:00 P.M.

POSITION:

511 Contra Costa is a transportation demand management (TDM) program that promotes the use of transportation alternatives to the single-occupant vehicle on behalf of Central and East Contra Costa County jurisdictions. Services include Municipal Support, Community Programs, Student Programs and Employer Programs. 511 Contra Costa operates independently under the City of Pleasant Hill, and is overseen by the TRANSPAC and TRANSPLAN Regional Transportation Planning Committees.

As part of our Student Programs, 511 Contra Costa recently developed the Street Smarts Diablo Region program. Street Smarts Diablo Region is a Traffic Safety Program to educate pedestrians, cyclists and drivers in Central and East Contra Costa County. *Street Smarts Diablo will target all public elementary, middle and high schools over the course of three years.* We are looking for an energetic and highly motivated individual to join our existing team of 8 employees and work primarily with our Street Smarts Diablo Region team of 5.

DUTIES:

The Outreach Coordinator II implements multi-modal transportation programs to encourage biking, walking, carpooling and transit ridership at schools and worksites in Central and East Contra Costa County. The Outreach Coordinator II will conduct the day-to-day operations of school-based trip reduction activities while working with school administrators, teachers, parents, students and consultants. Occasional other duties will include implementing program elements of employer and community outreach to encourage mode shifts from single occupant vehicle ridership to alternative modes. Funding is limited by a three-year Safe Routes to School grant through June 2014. Any future extension of the position will be determined pending adequate future funding, as determined by the 511 Contra Costa Program Manager.

QUALIFICATIONS:

Knowledge of:

English usage, spelling, grammar, and punctuation; schools and/or school districts in Central and East Contra Costa County; Microsoft Office software; familiarity with City government organization, functions, policies, and rules and regulations preferred; and, bilingual in Spanish language a plus.

Ability to:

Communicate clearly and concisely, orally and in writing; maintain a balance of independent/group work to perform high level job functions; communicate effectively and professionally with diverse groups, including school administrators, teachers, parents, students, consultants, city staff, elected officials, and the public; organize and prioritize multiple complex duties, while maintaining strong attention to detail; organize program tasks and deliverables; track program details, maintain information databases, and produce reports; analyze situations carefully and adopt effective courses of action; maintain confidentiality of sensitive information; multi-task in a fast-paced environment and adapt to changes in priorities; ability to develop and maintain a website a plus; and, previous experience working with data using Microsoft Access a plus.

EXPERIENCE & EDUCATION:

A combination of experience and education meeting the following minimum requirements:

Experience: Five years of work experience in a busy fast-paced professional environment.

Experience in related backgrounds such as marketing/education/recreation industries, etc. is preferred. Experience in program development and delivery a plus.

Education: Bachelor's degree from an accredited institution required.

Additional Requirements: Must have a valid California driver's license and a reliable personal vehicle to travel throughout Central and East Contra Costa County to attend meetings for school and worksite events, etc.; attend occasional night and weekend meetings and events which may include working in outdoor environments (Community Meetings, Bike to Work Day, Bike Rodeos, Farmer's Markets, etc.); and, must be able to lift up to 50 pounds.

SELECTION: The most qualified candidates will be invited for an oral board interview, based on background and experience as evidenced by their applications. The oral board interview is weighted 100%. To be placed on an eligibility list, an applicant must receive a passing score of 70 or more from each member of the oral board panel.

APPLICATION: Please forward the completed application form and resume to City of Pleasant Hill Human Resources Department, 100 Gregory Lane, Pleasant Hill, CA 94523. Application materials must be received by 5:00 p.m. Thursday, April 19, 2012. Applications may be obtained from the City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, CA. Applications may also be downloaded from the City's website at www.ci.pleasant-hill.ca.us

For further information, phone (925) 671-5221.

RESUMES ARE NOT ACCEPTED IN LIEU OF CITY APPLICATION.

Immigration Reform and Control Act

To comply with the Immigration Reform and Control Act, all new employees are required to provide proof of U.S. citizenship or authorization to work in the United States on their first day of employment.

Equal Opportunity Employer

We are an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act of 1990 (ADA), requests for special accommodations during any stage of the examination process should be made in advance to the Human Resources Department.

BENEFITS:

TRANSPAC/511 CONTRA COSTA offers a very attractive benefit package, including:

- Vacation: Earned ten (10) days during the first year of employment for the first five (5) years. Vacation accrued on a monthly basis.
- Sick Leave: Earned one (1) day a month, no maximum accrual.
- Holidays: Thirteen (13) per year plus one personal leave day.
- Health Insurance: Agency pays 75% of premium for Kaiser at each level of participation. Choice of Kaiser or Health Net OR may choose to have \$400 redirected to cash or 457 Deferred Compensation Plan in lieu of medical. Must have proof of medical coverage.
- Vision Care: Vision Services Plan (VSP).
- Dental Coverage: \$1,500 maximum per family member annually (eligible after six (6) months).
- Life Insurance: Group life insurance for \$50,000 coverage.
- ICMA 457 Deferred Compensation: Available to all employees.
- Long-Term Disability: Long-term group disability coverage providing 2/3 of salary after 30-day elimination period (Agency does not participate in State Disability Insurance (SDI)).
- Medicare: All new employees are required to contribute 1.45% of payroll to Medicare with employer match (Agency does not participate in Social Security).
- Retirement Plan: PERS 2%@60. Employee pays 7% employee share on a pre-tax basis.
- Probation Period: Six (6) months for all employees starting at Step A. Employees starting at a higher step have a twelve (12) month probationary period.
- Educational Incentive: Compensation for units; reimbursement for books, tuition and technology upgrades for classes taken toward an approved degree program or job related class. Maximum allowable is \$2,000 per calendar year.
- IRS 125 Plan: Dependent care and out-of-pocket medical costs may be paid on pre-tax basis.

Disclaimer

No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.