

CITY OF RICHMOND, INDIANA
BICYCLE/PEDESTRIAN COORDINATOR

Reports to: City Planner
Supervises: Non-supervisory

BASIC FUNCTION

Under direction, plans and administers the City's bicycle/pedestrian program. Responsibilities include planning, designing, and assessing facilities; conducting public information and promotional activities; and reviewing and recommending policies and programs. Performs related duties as required.

TYPICAL DUTIES *(May include but are not limited to the following):*

- Prepare and update bicycle and pedestrian plans and maps.
- Review policies and make recommendations for revisions.
- Monitor state guidelines related to bicycle facilities.
- Analyze reports, studies, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- Prepare informational material to educate the community and to promote bicycle and pedestrian programs.
- Organize and facilitate public forums on bicycle and pedestrian travel.
- Serve as the City's bicycle/pedestrian liaison and coordinate programs and activities with regional agencies.
- Develop and monitor program budgets.
- Identify funding sources for bicycle and pedestrian projects and prepare grant requests.

POTENTIAL ANNUAL COST

- \$15,000 – Part time salary
- \$5,000 – Materials and events budget