



City of Bloomington, Indiana  
Alternative Transportation Coordinator

|                               |                                                                                                                                       |                        |                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------|
| <b>SALARY</b>                 | \$33.41 - \$43.44 Hourly<br>\$2,673.00 - \$3,474.88 Biweekly<br>\$5,791.50 - \$7,528.92 Monthly<br>\$69,498.00 - \$90,347.00 Annually | <b>LOCATION</b>        | City Hall Bloomington, IN   |
| <b>JOB TYPE</b>               | Regular Full-Time (40hrs/week; with benefits)                                                                                         | <b>DEPARTMENT</b>      | Planning and Transportation |
| <b>OPENING DATE</b>           | 02/02/2026                                                                                                                            | <b>CLOSING DATE</b>    | 3/2/2026 11:59 PM Eastern   |
| <b>FLSA</b>                   | Non-Exempt                                                                                                                            | <b>BARGAINING UNIT</b> | N/A                         |
| <b>TYPICAL WORK SCHEDULE:</b> | Monday - Friday 8 am - 5 pm                                                                                                           | <b>POSITION</b>        | Planning Services Manager   |
| <b>SUPERVISES STAFF:</b>      | No                                                                                                                                    | <b>REPORTS TO:</b>     |                             |

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## Description

Incumbent serves as the Alternative Transportation Coordinator for the City of Bloomington, acting as the project lead for the development and implementation of alternative transportation planning programs identified in the Transportation Plan, and Safe Streets and Roads for All Safety Action Plan (SS4A). Incumbent also provides regular staff support to the Bloomington Monroe County Metropolitan Planning Organization (BMCMPO) and Engineering Department.

<https://www.youtube.com/embed/Te42vtESJu8?&wmode=opaque&rel=0>

## Duties

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

**Primary**

Assists in the coordination the planning and development of capital projects that support the City's Vision Zero goal and the SS4A Safety Action Plan to improve safety for all roadway users. Assists in the design and implementation of permanent and "rapid-response" infrastructure improvements.

Leads departmental public education efforts related to bicycle and pedestrian activities in the promotion and dissemination of critical transportation safety messaging through neighborhood and community partnerships and other means. Responds to public and media inquiries concerning bicycling and walking in Bloomington.

Plans and coordinates programs for the community in the areas of education, encouragement, and evaluation, including the annual International Walk to School Day, Bloomington Bikes Month activities, League of American Bicyclists classes, bicycle rodeos, and similar events and initiatives.

Investigates and responds to connectivity concerns, issues, and requests reported by transportation facility users. Providing technical expertise, and making recommendations for improvements, as appropriate.

Administers the Traffic Calming and Greenways Program (TCGP) and Local Motion Grant Program, and coordinates with City Council on requests for sidewalks related to annual Council Sidewalk Funds.

Performs on-site inspects, and field reviews of bicycle, pedestrian, and other multimodal safety and connectivity projects.

Manages the City of Bloomington's certifications as a 'Bicycle Friendly Community' and 'Walk Friendly Community' while pursuing similar recognitions to promote active transportation initiatives.

Provides staff support by researching, authoring, and presenting reports and plans to various Boards and Commissions, including the Advisory Transportation Commission, Plan Commission, Common Council, and other decision-making bodies, as assigned.

Pursues grant funding and external partnership opportunities that generate additional resources to support long-range planning projects. Assists in the preparation of grant applications and management of grant-funded projects.

### **Secondary**

Represents the City on a variety of committees and organizations, including the Development Review Committee, Bloomington Monroe County Metropolitan Planning Organization (BMCMPO) Technical Advisory Committee, and Regional Trail Advocates.

Participates in continuing education and professional development opportunities through attending conferences, workshops, seminars and other events as appropriate.

Performs related duties as assigned.

Take all reasonable steps to maintain a safe work environment.

## **Job Requirements**

Minimum knowledge equivalent to a Bachelor's degree in Planning, Engineering, Public Administration, Geography, Environmental Affairs, or related field or an equivalent combination of work experience and educational training that provides the required knowledge, skills, and abilities to perform the essential duties of the position.

Master's degree in Planning or related field preferred.

Minimum professional experience equivalent to three years planning, writing, and presenting on transportation operations, programs, or projects, required.



Knowledge of engineering design principles, practices and procedures; estimating techniques and project accounting; construction methods; and the principles, methods and practices of project management.

Knowledge of planning principles and practices, with particular reference to transportation planning, public participation, data analysis, and information dissemination.

One year or more experience using ArcGIS, including ArcGIS Online, and the Adobe suite.

Membership in American Institute of Certified Planners (AICP), preferred.

## Difficulty of Work and Personal Work Relationship

### Difficulty of Work

Most work is performed in a modern office environment, though regular site visits expose the incumbent to hazards associated with intersections and traffic.

Will occasionally need to be able transport items to off-site events.

Projects require evening and weekend meetings at least monthly and at times multiple evening and weekend events during a month. Incumbent occasionally interacts with persons exhibiting heightened levels of frustration, anger or agitation.

### Personal Work Relationships

Incumbent maintains close relationships with superiors and co-workers within the Planning and Transportation Department, Engineering Department, Public Works Department, Legal Department, Police Department, Fire Department, Housing and Neighborhood Development, and Bloomington Monroe County Metropolitan Planning Organization (BMCMPO). Incumbent serves as the primary point of contact, providing explanation, interpretation, and technical assistance for the City bicycle, pedestrian, and transportation matters for local governmental officials, as well as members of the public.

An Equal Opportunity Employer, La Igualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

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#### Employer

City of Bloomington, Indiana

#### Address

401 North Morton Street

Bloomington, Indiana, 47404

#### Phone

812-349-3404

#### Website

<https://bloomington.in.gov/>

## Alternative Transportation Coordinator Supplemental Questionnaire

### \*QUESTION 1

Do you meet the minimum knowledge equivalent to a bachelor's degree in planning, Engineering, Public Administration, Geography, Environmental Affairs, or related field or an equivalent combination of work experience and educational training that provides the required knowledge, skills, and abilities to perform the essential duties of the position.

- Yes
- No

### \*QUESTION 2

Describe how you meet the minimum professional experience equivalent to three years planning, writing, and presenting on transportation operations, programs, or projects. If you have no prior experience type, NA

### \*QUESTION 3

Describe how you meet the minimum of one year or experience using ArcGIS, including ArcGIS Online, and the Adobe suite. If you do not have any prior experience, put NA.

\* Required Question