



WALLA WALLA COUNTY

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EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Traffic Safety Coordinator
Salary Range: \$26.79/hour to \$35.89/hour; Starting Salary DOQ, DOE
Location: Community Health Department
Employment Type: Full-time (36 hours/week); FSLA non-exempt; Benefits Apply
Open Until Filled –

Full Time Benefits Include: • County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Brief Duties and Responsibilities: This position is responsible for the development, planning, and overall coordination of local traffic safety education programs. The Washington Traffic Safety Commission’s (WTSC) mission of improving traffic safety and reducing crashes relies on the connection to, and commitment of local communities. The Traffic Safety Coordinators, known as Target Zero Managers (TZM) throughout Washington State, delegate, connect, empower, and convene regional traffic safety coalitions and partners through community engagement, education and outreach, data driven projects, and enforcement activities to change driver behavior and reduce deadly and serious injury traffic crashes. This position is responsible for establishing and maintaining coalitions, recruiting stakeholders, conducting traffic safety needs assessments, raising awareness of traffic safety data and priorities, community and stakeholder engagement, developing logic models and plans, using Positive Community Norms messaging for outreach and education, and reporting.

Working Environment/Physical Abilities: The working environment includes activities in multiple venues. The physical abilities required for this position are ones typically related to office operations, sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing of file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally.

Minimum Qualifications: Bachelor’s degree in health education, public health, or a social service-related field and two (2) years of work and experience preferred; OR five (5) years of progressively responsible experience in the public health or social service field providing knowledge of health or social service programs and grant administration. Any combination of experience, education or training which would provide the knowledge and ability required will be considered. Must successfully pass a background check and a driving record check. Maintain a current driver’s license and vehicle insurance. Work a flexible schedule.

For Application: Application, resume, and cover letter required.

SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT

Walla Walla County Position Description

JOB TITLE: Target Safety Coordinator

DEPARTMENT: Community Health

REPORTS TO: Division Manager, Healthy Communities

PAY GRADE: 5, Full-time (36 hours /week); FLSA non-exempt; Benefits Apply

JOB SUMMARY: This position is responsible for the development, planning, and overall coordination of local traffic safety education programs. The Washington Traffic Safety Commission's (WTSC) mission of improving traffic safety and reducing crashes relies on the connection to, and commitment of local communities. The Traffic Safety Coordinators, known as Target Zero Managers (TzM) throughout Washington State, delegate, connect, empower, and convene regional traffic safety coalitions and partners through community engagement, education and outreach, data driven projects, and enforcement activities to change driver behavior and reduce deadly and serious injury traffic crashes. This position is responsible for establishing and maintaining coalitions, recruiting stakeholders, conducting traffic safety needs assessments, raising awareness of traffic safety data and priorities, community, and stakeholder engagement, developing logic models and plans, using Positive Community Norms messaging for outreach and education, and reporting.

SUPERVISORY RESPONSIBILITIES: This position does not have supervisory duties.

ESSENTIAL FUNCTIONS:

- Serve as liaison between Walla Walla County and its partner agencies, Washington Traffic Safety Commission (WTSC), and community and statewide organizations.
- Coordinate, develop, implement, and support the Target Zero Program for Region 17.
- Coordinate public outreach and education for traffic safety issues.
- Follow Grant and Appendix A deliverables within deadlines.
- Develop and employ a localized strategy that encourages positive traffic safety behavior by assessing the traffic safety culture in your region using a data-driven approach with tools provided by the WTSC.
- Understanding your region's specific needs, you will develop an annual strategy (in concert with a local coalition of law enforcement agencies) with quarterly benchmarks that will focus federal and state resources toward the issues you and your coalition identify.
- Expand and lead a coalition of law enforcement agencies from within your region.
- Conduct public outreach to coordinate your coalition's efforts with other organizations within your region, such as school districts, health departments, parent associations, private businesses, media outlets, and victim advocates.
- Conduct project coordination by collaborating with the network of private, public, and non-profit stakeholders that you establish, to develop community traffic safety projects and messages that will drive positive behavior change.
- Attend statewide TzM meetings.

- Build consensus and collaborate with diverse groups of individuals to enable the development of comprehensive and collaborative solutions that advance a positive traffic safety culture.
- Create a logical and realistic strategic business plan that addresses behavioral traffic safety issues specific to the region; be able to adjust to changing conditions.
- Lead and guide a local law enforcement coalition by enforcing rules for participation in WTSC funded enforcement campaigns, defining, and prioritizing objectives, preparing work plans and schedules, and driving performance.
- Conduct community outreach to establish relationships with influential groups throughout the region; taking advantage of different perspectives to identify problems and opportunities and advancing awareness of traffic safety issues.
- Develop, implement, and monitor performance metrics to determine effectiveness of regional strategies; be data driven.
- Deliver exceptional presentations and training content (often on an ad hoc basis) to diverse stakeholders including local government leaders, WTSC Commission agencies, the media, and other state and local organizations.
- Negotiate working agreements and contracts with traffic safety partners and service providers to include defining scope of work, determining deliverables and milestones, developing budgets, and establishing appropriate project evaluation criteria.
- Develop, coordinate, and actively participate in relevant conferences and training events.
- Manage financial resources by monitoring and evaluating expenditures from various funding sources, ensuring adherence to federal and state regulations and contractual terms.

EXAMPLE OF DUTIES:

- Plan and coordinate coalition bi-monthly meetings and submit monthly and quarterly reports to WTSC.
- Establish and maintain coalition(s) of regional traffic safety stakeholders and meet grant objectives.
- Identify, recruit, and engage new stakeholders across the region in traffic safety efforts, meeting grant objectives supporting this goal.
- Raise awareness among and seek input from community members across the region by attending meetings/conferences and delivering presentations to foster engagement with traffic safety efforts, while meeting grant objectives supporting this goal.
- Develop expertise in improving traffic safety by attending WTSC training.
- Complete a Traffic Safety Assessment using the grant objectives for the deliverables.
- Establish shared priorities for traffic safety in the assigned region to include meeting objectives defined in the grant.
- Select strategies and develop logic models and implementation plans with coalition and relevant stakeholders meeting grant deliverables.
- Execute implementation plan(s) and guide the conversations created and meeting objectives by tracking progress.
- Assess execution of implementation plans and survey coalition(s) on satisfaction and engagement for measurable deliverables
- Perform other duties as required per manager approval.

EQUIPMENT TO BE USED: General office equipment that includes telephone system, computers, copiers, fax machines, scanners, etc. and driving of vehicles.

WORKING ENVIROMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple venues. The physical abilities required for this position are ones typically related to office operations, sitting, standing, bending, reaching, and lifting up to twenty (20) pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing of file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally.

KNOWLEDGE AND ABILITIES:

- Ability to obtain, organize, and analyze data from a variety of sources.
- Ability to timely prepare accurate and concise reports.
- Ability to complete on-time projects independently with little or no supervision.
- Ability to make mathematical computations and present statistical information.
- Ability to develop and maintain effective working relationships with state and local officials, service agencies, supervisors, employees, and the public.
- Ability to communicate in written and oral form with a variety of community groups, agencies, and schools.
- Basic knowledge of alcohol, drug prevention and traffic safety programs, social research, and grant administration.
- Knowledge and ability to proficiently use MS Office software.

EDUCATION AND EXPERIENCE: Bachelor's degree in health education, public health, or a social service-related field and two (2) years of work and experience preferred; OR five (5) years of progressively responsible experience in the public health or social service field providing knowledge of health or social service programs and grant administration. Any combination of experience, education or training which would provide the knowledge and ability required will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Maintain a current driver's license and vehicle insurance.
- Work a flexible schedule.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.

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