

**STATE OF MINNESOTA**  
**Department of Transportation**

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**POSITION DESCRIPTION A**

MnDOT Office of Transit & Active Transportation  
**Agency/Division**

Need  
**Position Control Number**

Planner Principal State  
**CLASSIFICATION TITLE**

Safe Routes to School Planner  
**WORKING TITLE**

Amber Dallman  
**PREPARED BY**

**EMPLOYEE NAME**

**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

\_\_\_\_\_  
(this position description accurately reflects my current job)

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(this position description reflects the employee's current job)

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**POSITION PURPOSE** This position exists to plan and implement efforts for the Office of Transit and Active Transportation's (OTAT) Safe Routes to Schools initiatives. Primary responsibilities include to (1) provide vision, leadership, facilitation, coordination and consultation with key partners to plan and advance policy, systems and environmental strategies that facilitate increased access to walking and bicycling through Safe Routes to School and related active transportation strategies; (2) develop, coordinate and provide technical assistance and training for grantees and local, regional and state partners on access to safe routes opportunities and related active transportation strategies; (3) build capacity of communities to plan, coordinate, expand and sustain initiatives designed to increase access to safe routes to school opportunities and related active transportation strategies. This position serves as the OTAT subject matter expert on public health and active transportation initiatives.

**REPORTABILITY**

Reports to: Transit and Active Transportation Planning Supervisor  
Supervises: N/A

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**DIMENSIONS**

Budget: Makes budget recommendations related to areas of responsibility

Clientele: Minnesota Schools; MnDOT Central Office Senior Staff; Minnesota Legislature; FHWA Personnel;  
All other MnDOT Offices/Divisions; Public Officials and General Public; Various Federal, Tribal, State and  
Local Government Agencies

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**DESCRIPTION B**

**EMPLOYEE'S NAME:**

**PCN:**

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**PRINCIPAL RESPONSIBILITIES AND TASKS**

**Priority A Time 35% Discretion A**

**RESPONSIBILITY #1:** Provide vision, leadership, facilitation, coordination and consultation with key partners to plan and advance policy, systems and environmental strategies that facilitate increased access to walking and bicycling through Safe Routes to School and related active transportation strategies.

- A. Assist the MnDOT Safe Routes to School Coordinator to update and maintain a Safe Routes to School strategic plan to address policy, systems and environmental strategies.
- B. Develop resources to educate key decision-makers and opinion leaders about the value of Safe Routes to School and related active transportation strategies for increasing access to walking and bicycling opportunities to improve individual and population health outcomes.
- C. Coordinate with MnDOT and MDH evaluation staff to implement and analyze Safe Routes to School and active transportation strategies to measure the effectiveness and reach of walking and bicycling and Safe Routes policies.
- D. Represent and serve on state and interagency steering committees and advisory groups to ensure the Safe Routes to School vision is implemented and communicated to internal and external partners.
- E. Develop and coordinate communications to promote and engage partners in training and technical assistance opportunities.

**PRINCIPAL RESPONSIBILITIES AND TASKS**

**Priority A Time 50% Discretion A**

**RESPONSIBILITY #2:** Develop, coordinate and provide technical assistance and training for grantees and local, regional and state partners on access to safe routes opportunities and related active transportation strategies.

- A. Lead a Training and Technical Assistance system to coordinate and integrate technical assistance and training for grantees and partners on Safe Routes to School and related active transportation strategies.
- B. Work in partnership with other state agencies including MDH, MDE, DNR and MPCA, and other organizations such as the Center for Prevention at Blue Cross and Blue Shield of Minnesota and the Bicycle Alliance of Minnesota to coordinate and integrate technical assistance and training for grantees and partners on access to Safe Routes to School and related active transportation strategies.
- C. Develop, coordinate and facilitate delivery of and provide technical assistance and training designed to increase adoption of Safe Routes to School policies and planning documents such as comprehensive plans, to increase access to walking and bicycling opportunities.
- D. Develop, coordinate and facilitate delivery of and provide technical assistance and training designed to increase the number of places around schools that are accessible to the public through walking, bicycling and transit-oriented development in communities.

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E. Coordinate with MDH evaluators and partners, develop technical assistance and training evaluation plans to measure participant satisfaction with and effectiveness of technical assistance and training provided for initiatives designed to increase access to Safe Routes to Schools opportunities and related active transportation strategies.

**PRINCIPAL RESPONSIBILITIES AND TASKS**

**Priority B Time 10% Discretion B**

**RESPONSIBILITY #3:** Build capacity of communities to plan, coordinate, expand and sustain initiatives designed to increase access to safe routes to school opportunities and related active transportation strategies.

A. Work collaboratively with national, state and local agencies, community groups and other interested organizations to coordinate and direct development of community and school capacity to create, participate in and influence initiatives designed to increase access to Safe Routes to School opportunities and related active transportation strategies to improve population physical activity status.

B. Work collaboratively within MnDOT and MDH to identify and coordinate access to Safe Routes to School initiatives and related active transportation efforts with other transportation and health improvement initiatives, including health equity and access to community destinations near schools.

C. Contribute to the development of grant proposals, contracts and legislative initiatives to assure new initiatives are consistent with articulated roles and fill priority gaps related to increasing access to Safe Routes to Schools and related active transportation efforts in Minnesota.

D. Develop and disseminate resources, tools, and promotional materials that address equity to advance Safe Routes to School efforts in communities.

**PRINCIPAL RESPONSIBILITIES AND TASKS**

**Priority C Time 5% Discretion C**

**RESPONSIBILITY #4** Perform duties as requested for MnDOT

A. Perform other duties as assigned by the supervisor.

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**NATURE AND SCOPE** (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

**RELATIONSHIPS**

It is essential the incumbent establish a rapport and build relationships with department, state, and federal officials to obtain support in the development of pedestrian and community based planning initiatives and related projects. The position requires the ability to deal tactfully and with diplomacy when dealing with task forces, releasing information to the media, and negotiating project positions with partners. The incumbent will have the ability to build consensus on sensitive issues, identify solutions, resolve disagreements and leave the discussion of program objective and needs.

The incumbent must communicate verbally and in writing with senior management, staff of government agencies, special interest groups and communities to establish and maintain positive relations to secure support of pedestrian and community based planning programs and activities. The incumbent will also lead in informing the legislative and special interest groups to gain support and expand joint initiatives of SRTS.

**KNOWLEDGE, SKILLS AND ABILITIES**

The person must have knowledge of pedestrian and bicycle issues, policies and legislation, and community based planning and planning processes. This person must work collaboratively to update strategic directions for the SRTS program and develop processes supported by program analysis. This person must demonstrate effective communications skills, ability to provide effective presentations, group facilitation to represent SRTS goals and management philosophies to various and diverse (external and internal) groups, organizations and media.

The employee must know how to initiate action and motivate and mobilize others to achieve collaborative results, selecting the appropriate leadership style for the clients. He/she must be able to quickly build their credibility, visibility, and involvement with pedestrian and bicycle issues and tailor their approach to help clients help themselves be successful. In order to be effective, this person must understand politically how to make progress happen with a client organization; particularly have the skills to negotiate and resolve differences between competing or different positions and influence endorsement and acceptance of supportive SRTS programming and policies.

The employee must be able to balance commitment to a variety of people and departments, establish priorities, and manage time and resources efficiently. The incumbent must be able to plan and organize projects with others, clarify goals and mutual expectations, anticipate problems, plan contingencies, and evaluate results.

The employee must be able to speak effectively and make presentations one-to-one and in groups. They must be an excellent informer, making certain that the proper people get relevant information when they need it, and

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be able to listen well and use the information gathered. In addition, excellent writing skills are needed for clear concise communication.

The employee must have the ability and technical experience in planning, group facilitation, assessments/diagnosis, and information management. He/she must be able to give feedback respectfully. The employee must be able to bring conflict or dissent into the open and manage/use it productively.

The employee must be results oriented, have personal integrity, be highly adaptable, and respond to conflicting priorities, complex problems and political situations in a calm and collected manner.

In addition this position requires knowledge of state and federal legislative issues and policies surrounding pedestrian and bicycle issues, public health, and community based planning. Knowledge of other state agencies and their objectives sufficient to coordinate, plan and develop joint initiatives with state and/or federal agencies is critical. Skills must encompass the ability to follow established policies and procedures of the State of Minnesota and understand their impact on the constituency. The incumbent must be able to oversee and direct the overall evaluation of pedestrian and community based planning programs identify problems, and develop appropriate methods of solving these problems.

**PROBLEM SOLVING AND CREATIVITY**

The employee should have demonstrated experience in creative problem solving. They must have demonstrated ability to solve problems within an agency, interacting divisions, and across organizational times. Problems to be solved require consideration of available resources, as well as benefit analysis. Excellent human relation skills are required.

The problems most often encountered are those that deal with developing interdisciplinary task forces, identifying joint initiatives, developing strategies, identifying main objectives, handling logistics of meetings, motivating participants, removing what appear to be barriers. The incumbent will resolve these problems using previous experience, training, and creativity, and demonstrating the ability to work collaboratively. Creativity is required when creating partnerships since the incumbent must arrive at solutions that benefit the partners and their objectives

**FREEDOM TO ACT**

In coordination with the Safe Routes to School Coordinator, the incumbent has broad freedom to act and broad discretionary authority in planning, developing, directing, managing, and implementing SRTS programming, projects and supporting related policies. The incumbent has freedom to initiate contact and work with persons from the media and all department, state, federal and private agencies. As factors are introduced and/or complications arise, the incumbent determines appropriate action.

The position reports informally and formally at staff meetings and in written progress reports regarding program and project development and implementation status. Annually, the position will receive a formal performance appraisal.

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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS**

An individual with a disability may be qualified to perform the function if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose an undue hardship.

While performing the duties of this job, the employee is regularly required to: sit, use wrists, hands, and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to listen, stand; walk; and stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.