

**CITY OF BEAVERTON**  
**Traffic Safety Program Specialist**

**General Summary**

Provide support to the Police Department's Traffic Division on a variety of programs, events, and enforcement activities.

**Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Coordinate activities related to traffic safety programs and events. Attend traffic safety education events and other community events in order to provide information on traffic laws and safety.
2. Manage and participate in child safety seat program events. Inspect child safety seats for conformance to applicable laws and regulations.
3. Assist sworn police personnel in field work pertaining to crosswalk enforcement operations.
4. Assist in preparing diversion class materials, including visual presentations; research examples, videos, and articles for inclusion into materials.
5. Provide back-up coverage to the Photo Radar Coordinator, including processing citations that have been returned in the mail, verifying whether citations are valid, and determining if a motion should be made for dismissal. Conduct citation file transfer from Photo Enforcement contractor to Municipal Court system.
6. Provide a variety of administrative support, including compiling statistics, formatting spreadsheets, inputting data, and generating reports.
7. Assist in maintaining Traffic Division equipment and work with vendors to calibrate radars and repair equipment.
8. Follow-up on citizen complaints regarding traffic issues. Elicit information from callers in order to better assist officers in any subsequent investigation.
9. Assist officers with investigations by researching information using applicable law enforcement data systems and technologies.
10. Coordinate use of volunteers as necessary.
11. Participate in division and section operational processes including procedure development and implementation.

12. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook and the Police Department Policy Manual.
16. Produce an acceptable quantity and quality of work that is completed within established timelines.
17. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Basic knowledge, of Oregon laws and regulations governing vehicular traffic and traffic safety.
- ◆ Working knowledge criminal justice processes.
- ◆ Working knowledge of public/business administration practices.
- ◆ Working knowledge of principles and practices of public outreach, public relations, and customer service.
- ◆ Working knowledge of administrative support principles and practices.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.

### **Skills/Abilities Required**

- ◆ Provide analytical assessments and recommendations based on facts and data.
- ◆ Research a topic and write concise, accurate summaries.
- ◆ Organize and prioritize workload and projects.
- ◆ Participate effectively on a team focused on producing high quality results.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Deliver clear presentations before groups of people.
- ◆ Establish and maintain effective working relationships with diverse employees, contractors, other agencies, public officials and the general public.
- ◆ Properly and effectively use word processing, spreadsheet, presentation, and other application software as required for position.
- ◆ Apply excellent internal and external customer service skills including customer problem resolution.
- ◆ Properly and effectively use a keyboard and general office equipment.

- ◆ Lift and move up to 50 pounds. Access small and confined spaces in order to adequately inspect and install child car seats in a vehicle.
- ◆ Regular, punctual attendance at assigned work location.

### **Minimum Qualifications Required for Entry**

High School diploma or GED and two years progressively responsible administrative support experience in a professional environment including at least one year experience in a public safety environment; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience in the law enforcement field preferred.

### **Licensing/Special Requirements**

- ◆ Required to possess a valid driver's license and the meet the City's driving standards.
- ◆ Certified Child Passenger Safety Technician (CPS) within six (6) months of appointment.
- ◆ Law Enforcement Data Systems certification (LEDS) after appointment.
- ◆ Must pass a comprehensive background investigation.

### **Working Conditions**

Regular focus on a computer screen; frequent dealing with distraught or difficult individuals; occasional work outdoors in all types of weather; occasional operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside normal working hours.

### **Classification History**

Classification created: July 2014

Status: BPA

FLSA: Non-exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date