

**CLASS TITLE:**

**HIGHWAY SAFETY PROGRAM  
COORDINATOR  
(DEPARTMENT OF TRANSPORTATION)**

**Class Code: 02764300**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To serve in a responsible capacity in the Office of Highway Safety coordinating activities and serving as liaison with cities and towns; to promote the objectives of the National Highway Safety Act designed with such officials and representatives; to coordinate highway safety programs with law enforcement, civic and other interested parties; to increase highway safety awareness through public information programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is reviewed for conformance to the provisions of the Act and attainment of satisfactory results in performance of assigned duties.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of subordinates engaged to assist in carrying out program assignments.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To serve in a responsible capacity in the Office of Highway Safety coordinating activities and serving as liaison with cities and towns; to promote the objectives of the National Highway Safety Act designed with such officials and representatives; to coordinate highway safety programs with law enforcement, civic and other interested parties; to increase highway safety awareness through public information.

To meet with representatives of cities and towns to encourage their participation in highway safety programs under the National Highway Safety Act by proposing projects related to reduce traffic accidents, injuries and property damage.

To provide assistance to state and local officials relative to their applications for federal funds with special emphasis on the standards of safety expressed in terms of performance criteria required by the National Safety Agency; to assist such officials in the implementation of approved projects and the application of said standards.

To be responsible for the collection of data from such officials to determine that projects are used in accordance with national standards; to render assistance to local officials in the preparation of financial reports.

To be responsible for the collecting and evaluation of data relative to; accident investigations, highway design, traffic control, vehicle codes, identification of specific highway locations which have high accident experiences; to make studies and analyses in connection with the provisions of the National Highway Safety Act and to make recommendations in the effectiveness of safety programs.

To assist the Governor's Representatives in the preparation of budgetary needs required for the promotion and execution of the coordinated highway safety programs.

To be responsible for the supervision and review of the work of a staff assigned to assist in promotion of highway safety programs.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of the provisions of the National Highway Safety Act as it relates to Rhode Island and local highway safety programs financed by such Act; a working knowledge of the problems, and of the policies methods and practices, commonly

applied in the promotion of highway safety; the ability to apply such knowledge's; the ability to coordinate the highway safety activities of state departments and of local governments in carrying out the provisions of the National Act; and the ability to collect and evaluate data relative to the effectiveness of their highway safety programs in terms of their application of the uniform standards required by the Act; the ability to promote the provisions of the Act by establishing and utilizing effective informational and educational techniques with state and local officials and the public; the ability to work effectively with superiors and state and local cities and towns, officials and representatives and the public: the ability to plan, supervise and review the work of a staff engaged to assist; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing; and Experience: Such as may have been gained through: considerable employment in a responsible position assisting in the planing, development and execution of a highway safety program; or considerable employment in a responsible capacity in the private sector promoting and administering a comprehensive organized safety program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/2003