



CITY OF LITTLE ROCK  
invites applications for the position of:

# Program Supervisor - Friendly Driver Program (Part-time, Temporary)

An Equal Opportunity Employer

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**DEPARTMENT:** Public Works

**FULL SALARY RANGE:** \$15.00 - \$25.00 Hourly

**HIRING/ENTRY SALARY:**

**JOB TYPE:** A5 - Part Time - Limited Service

**FLSA:** Non-exempt position, eligible for overtime compensation.

**OPENING DATE:** 07/03/18

**CLOSING  
DATE:**  
07/27/18 11:59  
PM

**GRADE:** TPT

**OPENINGS:** 1

**REQUIRED LICENSES AND/OR CERTIFICATIONS:** A valid Arkansas Class D Non-Commercial Drivers License before employment and maintain licensure for the duration of employment in this position.

**POSITION INFORMATION/DESCRIPTION:**

The City of Little Rock seeks a Program Supervisor to create Little Rock's "Friendly Driver Program" based on the successful "Bike-Friendly Driver Program" in Fort Collins, CO.

**ESSENTIAL JOB FUNCTIONS:**

- Assist in the creation of Little Rock's (BikePed) Friendly Driver Program
- Compile biographies of Little Rock residents who walk, bike, and use transit or have been in a collision involving a bicycle or pedestrian
- Participate in a three-day League Certified Instructor program to obtain LCI Certification August 31, 2018 - September 2, 2018; unless already LCI Certified
- Recruit and train teachers to instruct the (BikePed) Friendly Driver program
- Recruit program participants
- Instruction: Teach, co-teach, and observe instruction of the program
- Modify the program based on teacher experiences and participant feedback
- Seek funding to extend the program beyond 11/5/18
- Collect and compile metrics to gauge program success
- Complete a report to share with the City of Little Rock and all local stakeholders

**MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:**

- Experience developing and presenting using Microsoft PowerPoint
- Availability to attend the LCI course August 31st to Sept 2nd, 2018; or, already hold a valid League Cycling Instructor (LCI) Certification from the League of American Bicyclists by September 2, 2018 and maintain licensure for the duration of employment in this position.
- Possess a valid Class D (non-commercial) driver's license before employment

Preference will be given to candidates with an ability to:

- work independently
- supervise teachers
- take direction

Preference will be given to candidates with the following skills:

- teaching and curriculum development
- using Little Rock streets by vehicle, bike, foot, and transit
- community outreach
- working with diverse demographics (i.e. age, race, income)
- promotion via social media
- photography
- grant or report writing
- database management
- website development
- strong interpersonal skills

### **APPLICATION REQUIREMENTS:**

- On-Line Apps Required. Apply online at [www.LRJobs.net](http://www.LRJobs.net)
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- Qualified applicants may be required to pass an un-proctored computerized skills assessment after the closing date to be eligible for an interview.
- Unless paper notifications are selected, all communication will be emailed to the address on account.
- Applicants may check application status for any position by logging into their account at [www.lrjobs.net](http://www.lrjobs.net) or contacting Human Resources at (501) 371-4590 if they are having computer difficulties.
- For more information, visit <https://www.littlerock.gov/for-residents/bikeped-little-rock/education/friendly-driver-program/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.LRJobs.net>

THE CITY OF LITTLE ROCK HUMAN RESOURCES  
500 West Markham, Suite 130W  
Little Rock, AR 72201-1428  
501-371-4590  
[HR-Employment@littlerock.gov](mailto:HR-Employment@littlerock.gov)

Job #PW-TPT-07-2018  
PROGRAM SUPERVISOR - FRIENDLY DRIVER PROGRAM  
(PART-TIME, TEMPORARY)  
DM

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### **Program Supervisor - Friendly Driver Program (Part-time, Temporary) Supplemental Questionnaire**

- \* 1. Do you possess or will you be able to obtain a valid Arkansas Class D (Non-Commercial Vehicle) Driver's License before employment?  
 Yes     No
  
- \* 2. Do you have at least two (2) years of public speaking experience? (i.e. teaching, training, giving presentations)

Yes  No

\* 3. Do you have at least one (1) year of experience developing and delivering presentations using Microsoft PowerPoint or similar software?

Yes  No

\* 4. Do you have a Bachelor's Degree or 4 years of college in any of the following fields?

- Education
- Business Administration
- Communications
- Hospitality Management
- Public Administration
- Master's Degree (in one of majors listed above)
- Other Field
- No Degree

\* 5. You must currently possess, or obtain by September 2, 2018, LCI Certification. The City of Little Rock will provide one free opportunity to obtain this Certification by attending the following training: AUGUST 31- SEPT 2: NORTH LITTLE ROCK, AR Location: Recycle Bikes for Kids Coach: Regina Garcia Hours: 5-9 p.m. Friday; 8 a.m. - 9 p.m. Saturday; 8 a.m. - 3 p.m. Sunday Do you possess a current LCI Certification; or, will you obtain an LCI Certification by September 2, 2018?

Yes  No

\* 6. In a short essay, please state why you feel you would be a good fit for this position:

\* 7. Please select all that apply. I have experience in the following skills:

- Working Independently
- Supervising Teachers
- Taking Directions
- Teaching and /or Curriculum Development
- Utilizing Little Rock streets by vehicle, bike, foot, and transit
- Community Outreach
- Working with Diverse Demographics (i.e. age, race, income)
- Promotion via Social Media
- Photography
- Grant or Report Writing
- Database Management
- Website Development

\* Required Question