



# STUTSMAN COUNTY

## JOB POSTING

Posting Date:

07/02/2024

Applications accepted through:

07/15/2024

Position:

Vision Zero Outreach Regional Coordinator (East Central)

Department:

Stutsman County Sheriff's Department

Schedule:

Pay Grade:

17

Salary:

\$67,687.43 - \$71,114.10 annually plus benefits package

*An official Stutsman County Employment Application must be submitted for consideration.*

### Brief description of duties:

The East Central Vision Zero Outreach Coordinator will serve as a local subject matter expert and liaison to advance community-level activity through Vision Zero in a 10 county area of eastern North Dakota. Vision Zero Coordinators are responsible for developing and maintaining partnerships, provide resources, and coordinate outreach activities to support communities to work towards zero motor vehicle crash fatalities and serious injuries.

The Vision Zero Outreach Coordinator will perform a wide range of outreach activities in support of the North Dakota Association of Counties Vision Zero Outreach Program, in partnership with Stutsman County, and the North Dakota Department of Transportation, Highway Safety Division. The Coordinator will work together with Counties, Cities, schools, and businesses in the east-central region to reach the goals of Vision Zero and communicate regularly with stakeholders including various City and County departments, public stakeholders, and elected officials.

See attached job description for more details.



### Minimum experience and/or training requirements:

Bachelor's Degree from an accredited four-year college or university. Preference is given to degrees in marketing, communications, public relations, communications, education, and transportation.

Applicants without a bachelor's degree will be considered based on professional work experience.

Will consider recent graduates.

Experience: Entry-level position with practical experience in public relations or marketing, education, outreach, and coordinating or administering. Public Relations/Communications/Marketing, Education, Public Health or Safety background(s) are a plus.

If you have any questions regarding this position please contact:

Chad Kaiser  
Phone: (701) 251-6223

Send official application along with any accompanying forms (Cover Letter, Resume, Background Check, etc.) to:

Stutsman County Auditor's Office  
511 2nd Ave SE Suite 102  
Jamestown, ND 58401  
or emailed to [employment@stutsmancounty.gov](mailto:employment@stutsmancounty.gov)

## **Vision Zero Outreach Regional Coordinator (East Central)**

### **Job Description:**

Stutsman County (Jamestown, ND) and The North Dakota Association of Counties are seeking a highly motivated individual who will work to meet North Dakota's goal of Vision Zero, which aims to significantly reduce or even eliminate traffic-related deaths and serious injuries in our state.

The East Central Vision Zero Outreach Coordinator will serve as a local subject matter expert and liaison to advance community-level activity through Vision Zero in a 10 county area of eastern North Dakota. Vision Zero Coordinators are responsible for developing and maintaining partnerships, provide resources, and coordinate outreach activities to support communities to work towards zero motor vehicle crash fatalities and serious injuries.

The Vision Zero Outreach Coordinator will perform a wide range of outreach activities in support of the North Dakota Association of Counties Vision Zero Outreach Program, in partnership with Stutsman County, and the North Dakota Department of Transportation, Highway Safety Division. The Coordinator will work together with Counties, Cities, schools, and businesses in the east-central region to reach the goals of Vision Zero and communicate regularly with stakeholders including various City and County departments, public stakeholders, and elected officials.

### **Mission Results**

- Help reduce regional motor vehicle crash fatalities caused by speeding, distracted driving, unbelted, and alcohol and drugs.

This position will be based in Stutsman County (Jamestown), and the position will be employed by Stutsman County.

- Education: Bachelor's Degree from an accredited four-year college or university. Preference is given to degrees in marketing, communications, public relations, communications, education, and transportation.
- Applicants without a bachelor's degree will be considered based on professional work experience.
- Will consider recent graduates.
- Experience: Entry-level position with practical experience in public relations or marketing, education, outreach, and coordinating or administering. Public Relations/Communications/Marketing, Education, Public Health or Safety background(s) are a plus.

### **Typical Duties and Responsibilities:**

#### **Network/Partner Engagement**

- Advocates for the implementation of the North Dakota Vision Zero Plan (VZP) priority strategies within the region

- Develop relationships with city, county, and state agencies to include law enforcement partners through cooperative events, ride-a-longs, promotion of high visibility enforcement activities, sobriety checkpoints, and other proven initiatives.
- Serves on a Vision Zero Emphasis Area Team and shares their activities with other Vision Zero Outreach Coordinators and local partners.
- Builds partner support for selected VZP legislative and policy priority safety strategies through personal contacts, presentations, media events, social media, legislative education, and other outreach.
- Expand community engagement and the partnership network by participating in regional/local partnership meetings (e.g., AAA, Safe Kids, Health Departments). Encourages new partners to formalize the partnership through registration with the Vision Zero Partner Network
- Grows and supports Vision Zero Schools program(s) within the region and promotes Vision Zero Schools programs to schools within the region.
- Establishes and supports formal, ongoing communication with individuals and organizations within the region that have registered as Vision Zero Partner Network members.
- Establishes and expands relationships with tribal partners to support VZP implementation.

### **Outreach Initiatives**

- Employ Vision Zero resources such as a rollover simulator, seat belt convincer, fatal vision goggles, Simulated Impaired Driving Experience (SIDNE), and Buckle Up Phone Down materials at local events to bolster community engagement and awareness of Vision Zero safety priorities.
- Conduct new and ongoing Vision Zero School events and continue collaboration with existing Vision Zero School(s) annually and work with the school to meet the program's requirements. Collaboration could include a Vision Zero Day, Buckle Up Phone Down engagement, and other events relevant to the school.
- Conduct innovative prevention programs such as Impact Teen Drivers, Buckle Up with Bucky, or other youth-based, or Vision Zero PowerPoint presentations annually in the region.
- Facilitate training program(s) annually focusing on motor vehicle crash prevention strategies, including Vision Zero PowerPoint presentations.
- Work with state and regional partners to hold local media events annually.
- Develop and staff public Vision Zero displays for regional events and/or meetings.
- Promote Vision Zero programs to coalition and partner network members and annually submit a minimum of one nomination from the region.
- Attend a minimum of four (4) county or city commission meetings annually within the region.
- Assist the state in soliciting sponsorship funds to acquire incentive items and other resources in support of state and regional Vision Zero activities, as needed or requested.
- Introduce and help build the Buckle Up Phone Down campaign within the region.

### **Data Acquisition and Utilization**

- Conducts crash data and other relevant data analysis to identify who is crashing, and where they are crashing and uses this information to develop and implement a regional action plan to supplement the VZP.

- Updates crash data analysis on an ongoing basis to monitor change and progress in achieving regional action plan goals.
- Incorporates local crash data into presentations, media events and partner meetings and/or discussions.

#### **Marginal Functions:**

- Create Vision Zero brand awareness and the Vision Zero Coordinator position.
- Attend the annual North Dakota Vision Zero Partner Summit to bolster knowledge of current traffic safety best practices and the status of Vision Zero Plan implementation.
- Expand knowledge and understanding of traffic safety by annually participating in training program(s) provided by a national traffic safety organization and/or through attendance at a national conference or workshop.
- Regularly monitor the Governors Highway Safety Association and other professional traffic safety organization websites for new traffic safety reports and leverage at least one report annually to implement new strategies and initiatives in the region.
- Keep the supervisor informed about sensitive or controversial issues and/or problems and offer well-developed recommendations and/or solutions.

#### **Time and Travel Expectations**

- The coordinator will travel mostly within their region but should expect some additional in-state travel. The coordinator will also have an opportunity to travel to a national conference, held out of state, yearly.
- Daily functions will generally consist of working with schools (40%), communications and meetings (30%), booths and events (20%), professional development (5%), and other activities (5%)

#### **Knowledge, Skills, and Abilities:**

- Knowledge of data collection, analytics, and presentation skills.
- Ability to provide professional and timely responses to stakeholder requests for information via email, telephone, videoconference, and/or face-to-face interaction.
- Ability to express ideas and information completely, clearly, and concisely, in both written and oral form that is organized and audience-appropriate.
- Ability to deliver high-quality presentations, community forums, media events, and other traffic safety activities.
- Proactively share knowledge, skills, and expertise with other Vision Zero Outreach Coordinators and partners.
- Program management skills to plan, implement, and evaluate projects.
- Knowledge of Vision Zero and motor vehicle crash problems and the ability to advance Vision Zero strategies within a region is desired.
- Strong interpersonal and communication skills sufficient to build a diverse network of public and private sectors and work through them to implement safety strategies.
- Basic knowledge of marketing, social media, and public relations practices.

- Understanding of traffic safety programs and issues.
- Proficiency in the use of Microsoft Office and other computer software.
- Program management skills to plan, implement, and evaluate projects.
- Ability to coordinate human, financial, and technology resources to support project outcomes.
- Ability to promote a diverse, culturally competent, and respectful workplace.
- Ability to effectively provide continual equal support to a pre-determined 10 county area.