



## EMPLOYMENT OPPORTUNITY

### THURSTON COUNTY TARGET ZERO PROGRAM MANAGER (4227)

**CONTRACT POSITION: \$3,574/MONTH (2-YEAR GRANT)**

**JOB LOCATION: CITY OF LACEY POLICE DEPARTMENT**

**CLOSES: FRIDAY, JUNE 5, 2009 AT 5:00PM**

#### **COMPLETED APPLICATION MUST INCLUDE:**

1. A City of Lacey Application
2. The Supplemental Questionnaire
3. A Letter of Interest
4. A Resume

*\* INCOMPLETE APPLICATIONS MAY NOT BE REVIEWED.*

#### **THE POSITION**

*Target Zero* is Washington State's Strategic Highway Safety Plan with the aim that by year 2030, there will be zero deaths and disabling injuries on our State highways. The **Target Zero Program Manager (previously titled DUI Coordinator)**, identifies traffic safety needs and sets aggressive goals and objectives to bring these ambitions to fruition.

***The following responsibilities are examples and not inclusive of all duties the incumbent may perform.***

Work is performed under the general direction of the Target Zero Program Director (at the Lacey Police Department), who provides assistance and advice with complex and/or unusual problems. The incumbent is expected to exercise independent judgment and make decisions within established policies and standards.

The incumbent coordinates, manages, and develops the Target Zero Program. Work involves administration, program planning, promotion and development; provides education, information and training; develops working relationships, plans, implements and supports program activities; participating in local and county-wide planning committees; conducting public presentations.

Acts as a liaison between the City of Lacey, WA State Traffic Safety Commission, Thurston County, DUI Victims, and community organizations. Educates and informs law enforcement officers, community organizations, businesses, and other organizations about impaired driving and traffic safety issues. Conducts public presentations.

Plans, develops, and promotes the Target Zero and DUI program activities. Plans, implements, and supports student and school alcohol and drug free activities.

Develops and utilizes community and statewide corporate resources to promote safe and sober driving activities.

Develops working relationships with agencies and organizations that are related to substance abuse and impaired driving issues. Participates on local and statewide planning committees for legislative issues, safe and sober driving campaigns, fund development work groups, and other activities as required.

## **THE CANDIDATE**

### ***The incumbent will have the:***

- Ability to read and write the English language; knowledge of the principals and practices of planning, program coordination, grant writing, and compilation of data. Knowledge of the methods and procedures involved in budget preparation, management, and development. Knowledgeable of available resources in the community. Knowledge of problems and needs in the area of the DUI system. Knowledgeable of applicable federal and state laws, rules, regulations, policies, and procedures.
- Ability to analyze and interpret findings, prepares comprehensive reports, and conducts public presentations. Ability to negotiate and problem solve. Ability to convey ideas clearly, concisely, and effectively both orally and in writing to audiences of various social, educational, and economic backgrounds.
- Ability to establish and maintain effective working relationships with co-workers, private and public officials, professionals, citizen groups, and the general public; effectively deal with the public in a professional and courteous manner. Present a positive image of City services.
- Works a flexible schedule.

## **MANDATORY QUALIFICATIONS**

Associate of Arts Degree in Public/Business Administration, Human Services, Accounting or related field and two or more years of progressively responsible program coordination **OR** any combination of experience, education, and training that would provide the level of knowledge and ability required.

Must pass a comprehensive pre-employment medical examination with drug screen and maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

Must pass a thorough background/criminal/financial investigation, polygraph, and psychological exams.

## **TO APPLY:**

You can download the application and supplemental from our website at [www.ci.lacey.wa.us](http://www.ci.lacey.wa.us) or call the jobline at 360-491-3213 to request a packet be mailed to you. Since applications are archived after each recruitment, we suggest you keep a copy of your application materials. Completed applications must be to the Human Resources Department by 5:00 p.m. on the closing date. No emailed or postmarked applications accepted. EOE/ADA

Human Resources Department  
City of Lacey  
420 College St SE \* PO Box 3400  
Lacey, WA 98509-3400  
Jobline: (360) 491-3213  
Fax: (360) 412-3185  
TDD: (800) 833-6388  
[www.ci.lacey.wa.us](http://www.ci.lacey.wa.us)

## **THE CITY OF LACEY**

Our mission at the City of Lacey is to enrich the quality of life in Lacey for all our citizens ... to build an attractive, diverse and secure community. We take pride in the pledge we have made to Lacey residents to work in partnership with them to foster community pride, to develop a vibrant, diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment.

We are an organization of 251 employees who are making significant and positive improvements in this community. We take pride in what we do. We work together, provide excellent public service and, with a combination of vision and hard work, have a reputation for getting things done.

Lacey, population 38,040, is located at the southern end of Puget Sound and is 17 square miles in area. Lacey is a close neighbor to the cities of Olympia and Tumwater. Conveniently located on the I-5 corridor between Seattle and Portland, Lacey offers a rich variety of social, cultural, and recreational opportunities for people of all ages. Mt. Rainier National Park, Pacific Ocean Beaches, and the Olympic Mountains are within an hour and a half drive from Lacey. The community is well known for its wooded setting, excellent schools, affordable housing, and safe residential neighborhoods.

Incorporated in 1966, Lacey is a young, progressive, and growing community. Our Police Department is the local leader in community outreach and securing the safety of Lacey citizens and its visitors.

*The City of Lacey is an equal opportunity employer. It is the City's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin, or disability. The City provides reasonable accommodations to persons with disabilities. Contact the Human Resources Office to discuss reasonable accommodation that may be necessary.*

(360) 491-3214      (800) 833-6388 TDD

The information contained in this job brochure is subject to change without notice.