

MAJOR FUNCTION

This is specialized work in the regulation of pedestrian and vehicular traffic limited to special events in conjunction with the Tallahassee Police Department. Work requires contact with the general public, to include the motoring public. Competency must be shown in tactful, impartial and courteous treatment of the public. The employee must be able to exercise independent judgment with minimum supervision. Work is reviewed through observation by sworn personnel and criticism or praise from the public. Although all work is performed under the supervision of uniformed patrol personnel in accordance with established administrative regulations, this position will generally be assigned to work directly with either a Special Events Traffic Assistant, or a sworn member.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Direct traffic or the citizenry in congested areas, such as football games and public gatherings. Makes oral reports to command personnel on job-related activities and work performed. Monitors and directs perimeters related to spectators along assigned routes. Performs related work as required.

Other Important Duties

Promotes good will between the City and its residents or visitors. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Ability to accept, obey and carry out orders and special instructions. Ability to understand laws, ordinances and regulations pertaining to traffic. Ability to safely direct traffic. Ability to report traffic hazards and violations. Ability to learn the location and specific points of interest, buildings and public officers and facilities in and around the City. Ability to deal courteously and firmly with the public while employing skills in conflict resolution and interpersonal communication. Ability to work regardless of weather conditions.

Minimum Training and Experience

Must be 18 years or older and an employee of the City of Tallahassee.

Preference may be given to members of the Tallahassee Youth Leadership Academy.

Preference may be given to applicants that possess a valid Class E State driver's license, current certificate in First Aid and Cardiopulmonary Resuscitation.

Established: 11-02-16
01-24-17