



**City of Albany
Common Council**

CALL FOR APPLICATIONS

Active Transportation Planning Commission

The Albany Common Council is seeking applications from qualified residents of the City of Albany for the following position:

Title of Position:

Member, Active Transportation Planning Commission

Term of Appointment:

In order to effectuate staggered terms, one initial member shall serve a term of one year, one shall serve a term of two years, and one shall serve a term of three years. After the appointment of initial members, appointments are typically for a three-year term (except where to fill a vacancy).

The start date and duration of appointments may be effected by the vacancy being filled. Appointees replacing a member who did not complete their term shall serve for the remainder of that term.

Qualifications of Members:

Members appointed by the Common Council must have been residents of the City of Albany for at least one year and must remain a permanent resident for the duration of their term. The members of the Commission shall have demonstrated an active interest in public affairs and service, and shall have shown reasonably consistent and frequent use of non-automotive modes of transportation, and/or advocacy for pedestrian or cyclist safety and accessibility. At least one of the members of the Commission shall be the parent or guardian of a student in a primary or secondary school within the City of Albany.

In making such appointments, the Common Council shall endeavor to reflect the diversity of the City of Albany. Members of the Active Transportation Planning Commission shall include individuals with professional backgrounds or those with otherwise demonstrated aptitude in the above.

Applicants who are current employees of the City of Albany are not eligible for appointment.

Position Responsibilities/Duties:

The Common Council is seeking applications for members to the Active Transportation Planning Commission to review the conditions around Albany for pedestrians and cyclists and make recommendations to ensure their safety, coordinating with the Office of the Mayor to implement those processes.

Specifically, the Active Transportation Planning Commission is tasked with:

- Determining areas within the City of Albany that pose a safety and/or accessibility risk to pedestrians, cyclists and/or light electric vehicle users;

- Performing research and conducting studies on the costs, benefits, and feasibility of changes that should be done to those locations determined to pose a safety risk;
- Recommending plans for any changes in the City of Albany that advance pedestrian, cyclist, and light electric vehicle user safety and accessibility, including but not limited to: expanded or new sidewalks, bollards, protected bicycle lanes, stop signs, and pedestrian crossings;
- Reviewing implementation of the City of Albany Bicycle and Pedestrian Master Plan; and recommending changes of the document;
- Working in coordination with the other relevant departments, commissions, or organizations to publish maps and create signage for self-guided walking tours, be they recreational, educational or for any other purpose, in the City of Albany, to be available online or inside City Hall;
- Affording the public the ability to comment on related issues and to serve as a forum for residents of the City to engage in civic dialogue regarding the safety and accessibility of walking and cycling in the City.

Members of the Active Transportation Planning Commission serve without compensation. The Commission shall meet as often as necessary to discharge its duties in a timely fashion, but no fewer than five times between November 1st and March 1st of each year. All meetings of the Active Transportation Planning Commission are considered public meetings under the New York State Open Meetings Law.

The Active Transportation Planning Commission is required to file an annual report with the Common Council and Mayor's Office by March 1st each year. The report should include recommendations for legislative, administrative, and/or related changes based on the findings of such aforementioned determinations and/or research, and include any and all plans for recommended changes and their rationales thereof. The report should also specify the work done by the Commission over the prior year, as well as the work planned for the upcoming year.

Statutory Authority:

Part 42 (Active Transportation Planning Commission) of Chapter 42 (Departments and Commissions) of the Code of the City of Albany.

Application Requirement:

Applicants are asked to submit their current resume, a letter of intent describing their qualifications, their home address, as well as their phone numbers. Please submit these files as a Word document or PDF. Applicants may either submit these materials by mail, fax, [email](#), or [online form](#) on the Common Council website:

Albany Common Council
Attn: Shaniqua Jackson, City Clerk
Room 202, City Hall, Albany, NY 12207
Tel: 518-434-5087 / Fax: 518-434-5081 / e-mail: commoncouncil@albanyny.gov/
<https://www.albanyny.gov/734/Call-For-Applications>

Applicants will be interviewed by a select committee of the Common Council prior to appointment.

Deadline for Applications:

Applications are accepted on a rolling basis. Applicants will be interviewed by a select committee of the Common Council prior to appointment. All applications received will be retained by the Common Council for one year. The Office of the Common Council may contact you for other positions if in our determination you are qualified for other vacancies.

Policy Statement

The Common Council is committed to assuring that its appointments to city boards, authorities, commissions or committees is representative of the diversity of Albany's population. Consistent with the City of Albany Human Rights Law, it is the policy of the Common Council to prohibit discrimination because of race, sex, creed, color, religion, national origin, sexual orientation, gender, gender identity or expression, age, disability, marital or domestic partner status, or natural hairstyle in all aspects of its personnel policies, programs, practices and operations.