



## **Job Opening for Mobility Manager**

The Transit Authority of River City is looking for a full time Mobility Manager within its Marketing and Planning Department. This person will implement tasks as determined by TARC and the Coordinated Transportation Steering Committee, which includes members of local non-profit and private transportation providers. The objective of this organization is to coordinate transportation services provided throughout the metropolitan area in order to improve overall mobility, with near-term improvements for elderly persons or persons with disabilities. This position provides the opportunity to interact with experienced professionals in a variety of fields. Prospective candidates with a background in non-profit organizations, transportation planning, communications or public relations should apply.

Duties include data collection and analysis; general clerical tasks; research and report generation; grant writing; outreach to businesses, non-profits and government agencies, and organizing and staffing community events, serving as project manager for grants obtained, and researching and testing potential ITS applications.

Applicant should be extremely detail oriented and enjoy a fast paced working environment and must be able to work independently. Daily travel is expected.

**Essential Computer Skills:**

Microsoft Office – Word, Excel, and Access (or other similar desktop programs)

**Hours:** 40 hours/week

**Salary:** negotiable

**Where to apply:** Send resume and salary history to Human Resources, Attention: Mobility Manager, 1000 W. Broadway; Louisville, KY 40203.

**TRANSIT AUTHORITY OF RIVER CITY  
POSITION DESCRIPTION**

**JOB TITLE:** Mobility Manager

**FLSA STATUS:** Exempt

**EEO CODE:** 02

**JOB GRADE:**

**JOB CODE:**

**REPORTS TO:** Director of Marketing and Planning

**GENERAL SUMMARY:**

Under general supervision of Coordinated Transportation Steering Committee based on the organization's long term goals and objectives

**ESSENTIAL DUTIES AND TASKS:**

1. Develop coordination program for transportation providers
  - a. Develop incentive program
  - b. Create communication plan
  - c. Review regulatory processes
  - d. Research needs and demands of users
2. Develop transportation program
  - a. Explore use of local cab company and school system for service provision
  - b. Establish system for shared use vehicles
3. Develop information program
  - a. Create map of assets and needs
  - b. Produce outreach materials for users and providers
  - c. Develop grants and other funding sources
4. Explore and implement opportunities to generate additional resources
  - a. Research and apply for eligible grants
  - b. Pursue opportunities for corporate and government sponsorships
  - c. Seek government grants and other funds.
5. Perform other duties as assigned

**WORKING CONDITIONS:**

This work is generally performed in a quiet office environment. Some work may take place in the field, depending on the assignment. The incumbent will be exposed to diesel fumes and/or airborne particles.

**EFFORT:**

Long periods of time working at a computer terminal. Use of keyboard may be stressful to hands or wrists. Must be able to see, hear and speak. Frequent handling and fingering, reading,

working with information, standing, walking. Occasional lifting up to 25 pounds, reaching, climbing, stooping. Requires driving almost daily. Must be available for evening and weekend work.

**MACHINES, TOOLS, EQUIPMENT:**

Computer, printer, photocopy machine, fax machine, calculator, shredder, telephone, TARC van or car

**MINIMUM QUALIFICATIONS:**

Post secondary education in business, communications or related field preferred. A combination of education, training and experience that results in demonstrated competency performing the work may be substituted.

Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Ability to create effective communication devices.

Must have excellent computer skills.

Must maintain a valid driver's license.

Successful performance on all pre-employment tests, including any required drug test.

The incumbent must be able to maintain the confidentiality of any information s/he encounters.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

**SPECIALIZED SKILLS AND KNOWLEDGE:**

Experience with the following types of software and/or applications is preferred: word processing, spreadsheets, scheduling, project management, presentation, graphics, layout and design.

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Approved:

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Director of Human Resources Date

\_\_\_\_\_  
Executive Director Date

- **TARC reserves the right to revise this Position Description, as it deems necessary.**

**Job Title: Mobility Manager****Job Type:** Manager**Date Posted:** 12/18/2007**Organization:** Pikes Peak Area Agency on Aging**URL:** [www.ppacg.org](http://www.ppacg.org)**Job Description:**

Mobility Manager

Pikes Peak Area Agency on Aging

Monthly Salary: \$3,730 - \$5,408

OPEN UNTIL FILLED

This is a temporary one-year exempt professional position with the Pikes Peak Area Council of Governments, and the Pikes Peak Area Agency on Aging. The position serves as the Mobility Manager for the PPAAA. As the Program Coordinator, this individual is responsible for developing a joint call and scheduling center under the guidance of the PPAAA Director, for participating in collaborations of community organizations that provide human services transportation in El Paso and Teller Counties and for identifying and procuring resources to implement the joint call and scheduling center.

Duties include, but are not limited to:

- Develop a coordination program for human services transportation by collaborating with community organizations that provide such services in El Paso and Teller Counties to:
  1. Research needs and demands of users
  2. Review regulatory processes
  3. Facilitate communication between agencies
  4. Develop incentives to encourage agency participation as needed
- Interface with PPACG's Coordination Committee on Specialized Transportation,
- Investigate the concept of a specialized transportation brokerage and determine what structure would be effective in the Pikes Peak region.
- Strengthen the network of human services transportation providers in El Paso and Teller Counties while maintaining and supporting the identity of each provider in order to provide increased mobility in the region.
  1. Establish a joint call and scheduling center
  2. Develop common and accurate reporting systems as needed
  3. Develop service goals for the transportation brokerage
  4. Identify and use fully allocated service costs in evaluating projects and service options
  5. Establish a system for the shared use of vehicles
  6. Investigate a system of shared resources including those related to vehicle maintenance, sharing of backup vehicles, and cost saving fueling options
- Establish provision of alternative services such as mileage reimbursements: volunteer drivers/vehicle sharing, mobility training, vouchers for gas or car repairs, in order to meet diverse human service transportation needs at the lowest cost.
- Develop systems to help providers improve the overall condition of their vehicle fleets so that they are safe, cost effective to maintain and meet passenger needs. Develop a system to provide adequate backup vehicles to provide reliable service.
- Develop and implement common standards of driver training to provide safe drivers who can be cross-trained for different services and clientele.
- Develop a simple and uniform system of eligibility for all services in the network.
- Develop customer information that explains the range of services and encourages rider responsibility for choosing the most appropriate and cost-effective option that will meet the customer's needs.
- Implement quality control standards that include service reliability and customer satisfaction.

Supervisor

The Director of the Pikes Peak Area Agency on Aging

Required Education and Experience

1. Master's Degree in public administration, transportation planning, or a related field, or
2. Bachelor's Degree in public administration, transportation planning, or a related field, plus a minimum of two years of progressively responsible experience, or

3. Associate's Degree in transportation planning, urban and regional planning, or a related field, plus a minimum of six years of progressively responsible experience, or
4. High school diploma plus a minimum of eight years of progressively responsible experience in managing or administering the provision of human services transportation with responsibility for the required duties listed above.

Also required:

- A high degree of computer literacy, including competency in standard spreadsheet, database and word processing software, and geographic information system software.
- A thorough knowledge of the principles and practices of urban transportation planning, technical analysis methods, and excellent written and oral communication skills.
- Ability to analyze complex issues and present results in concise reports and presentations to PPACG staff and others; interact effectively with members of the public, elected officials, Federal, State, and local agency representatives, PPACG Committees, and community organizations.
- Understanding of pertinent Federal and State regulations, and a working familiarity with the most recent Federal transportation legislation and Clean Air Act transportation planning requirements.

Please download and complete an application at [www.ppacg.org](http://www.ppacg.org), attach your resume, if desired, and email to: Margaret Shelton at: [mshelton@ppacg.org](mailto:mshelton@ppacg.org). You may also fax to (719) 471-1226, or mail to 15 South 7th Street, Colorado Springs, Co 80905-1501.

PPACG is an equal opportunity employer.

## **Job Opening for Mobility Manager**

Lee-Russell Council of Governments is seeking a Mobility Manager to oversee the coordinated transportation program by planning, coordinating, and implementing transportation for low income persons, the elderly, & persons with disabilities. Responsibilities include: meeting with users and providers of transportation and human service organizations; developing and maintaining a regional coordinated transportation plan; developing transportation resource materials; applying for and administering federal transportation grants; maintaining records; submitting reports; supporting regional public transit day to day operations and conducting community outreach.

**Requirements:** A Bachelor's Degree in Transportation Planning, Public Administration, Community Planning, or other related field with excellent communication and organization skills. Two years of job experience in public sector transportation, is preferred.

**Salary Range:** \$36,102 - \$54,154.

**Send resume and references to:** Suzanne Burnette, Executive Director, Lee-Russell Council of Governments, 2207 Gateway Drive, Opelika, AL 36801, 334-749-5264 or [Suzanne.Burnette@adss.alabama.gov](mailto:Suzanne.Burnette@adss.alabama.gov).

**Position will remain open until filled.**



## STEBEN COORDINATED TRANSIT – MOBILITY MANAGEMENT JOB DESCRIPTION

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ORGANIZATION:	The Institute for Human Services, Inc. 6666 County Road 11, Bath, NY 14810-7722
REPORTS TO:	IHS Executive Director
POSITION:	Full-time, 37.5 hours/week
SALARY:	\$34,000 - \$40,000, excellent benefits

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### Summary of Duties

This full-time position will be responsible for the development, coordination and promotion of transportation services in Steuben County in coordination with regional transportation providers. The incumbent will work under the general supervision of the Executive Director and serve as facilitator for the Steuben Coordinated Transit committee.

### Major Tasks, Duties and Responsibilities

- Facilitate and promote coordinated efforts to enhance the availability and access to transportation services in Steuben County, including the integration and coordination of services for individuals with disabilities, older adults, and low-income individuals.
- Serve as the facilitator and liaison with County transportation providers, human services and community based organizations as well as employers and consumer groups to maximize available transportation resources to meet regional transportation needs.
- Design and implement educational programs to address community needs and to inform the public of efficient ways to access existing transportation services.
- Assist in developing and implementing the priorities of the "Steuben County Coordinated Public Transit-Human Services Transportation Plan" which identifies the transportation needs of individuals in the county including those with disabilities, older adults and individuals with lower incomes;
- Assess priorities and develop recommendations to address unmet or anticipated transportation need, including recommendations for new routes, route deviations, service hours, and cross-system scheduling.
- Incorporate GIS-based planning into service delivery and transportation assessments of all county transit services, including volunteer driver programs.
- Promotes "United We Ride" efforts including activities related to the Job Access and Reverse Commute (JARC) Program, New Freedom Program (NFP), Elderly Individuals and Individuals with Disabilities programs;
- Facilitates the Steuben Coordinated Advisory Committee including key level provider organizational and community groups;
- Leads the development and implementation transportation marketing and educational strategies;
- Develops and implements transportation marketing and educational strategies;

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

Knowledge of and ability to identify community needs and resources as they relate to transportation, human services programs and employment. Ability to plan and direct the work of others; good verbal and written communication skills; excellent interpersonal skills; good organizational skills; self motivated and goal oriented; physical and mental condition commensurate to the responsibilities of the position.

## **Minimum Qualifications**

- Bachelor's degree in Business, Communication, Community Planning or related field from a regionally accredited New York State college or university, three years of full-time, paid experience in transportation and/or human service delivery or a related field with one year in a supervisory or administrative role preferred.
- An equivalent combination of training and experience.
- Excellent organizational and multi-tasking skills
- Technical proficiency with information and communication technology.

This position requires an innovative and highly motivated person who is able to work independently. The position will be very interactive with the local and regional health and human service community and public sector.

## **Special Requirements**

Possession of a clean, valid New York State driver's license at the time of appointment, and maintenance of same throughout, reliable personal transportation.

## **TO APPLY:**

Please email a cover letter and resume to: [institute@ihsnet.org](mailto:institute@ihsnet.org) and/or send a hard copy to

SCT-MM  
Institute for Human Services  
6666 County Road 11  
Bath, NY 14810-7722

If you have question, please call 607-776-9467, ext. 214

# MOBILITY MANAGER JOB DESCRIPTION

**SCOPE OF WORK:** The mobility manager in a transportation organization serves the general public through conceptualization, planning, developing and operating programs that respond to and influence the demands of the market. These actions and supportive strategies are performed directly or in collaboration with others in order to provide a full range of travel options that are more effective in meeting needs and more efficient through reasonable pricing.

This position is responsible to improve business and community support for the transportation organization. It will require the development and distribution of information that explains how to utilize the available resources in meeting the diverse travel needs of the market it serves.

Some skills, abilities and competencies that enhance the performance of this position are:

Change agent	Problem solver
Innovative thinker	Leadership
Collaborative partnerships	Negotiator
Conflict resolution	Mediator
Persuader	Empathy
Communicator	Customer focus
Initiator	Team builder
Visionary	Management skills

**ESSENTIAL JOB FUNCTIONS:** Below is a list of actions that are required in the fulfillment of the duties:

- Develops and directs the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities;
- Serves as the liaison/ salesperson to community leaders in an effort to demonstrate how transportation enhances economic development;
- Provides direct outreach to area employers and employment agencies to gain support for employer and employee transit programs;
- Researches, develops and writes grant applications for future funding;
- Plans annual conference on issues relating to transportation;
- Develops potential for future expansion of transit options across municipal boundaries;
- Plans and coordinates special promotional events and activities related to general public transportation;
- Makes public presentations on the benefits of mobility management for the community;
- Builds supportive community networks;
- Leads in the design of operational functions that are nontraditional in service delivery;
- Is familiar with technological advances that increase travel options and/or convenience;
- Is knowledgeable about techniques that foster transit ridership through links with land development.