

POSITION DESCRIPTION

TITLE: Mobility Management Center Coordinator

SALARY: B4: (26,401 – 37,175)

FLSA STATUS: Non-Exempt

SUMMARY OF POSITION:

Mobility Management Center Coordinator will:

- (1) Coordinate Mobility Management Center operational requirements for Heart of Texas regional transportation program.
- (2) Receives inquiries and assists individuals with coordinating ground transportation services which will target their needs
- (3) Work with local, county and state officials to coordinate quality transportation programs and assist in preparation of reports to ensure they are complete, accurate and filed timely as noted in federal and state grants.
- (4) Coordinates travel training classes for transit personnel and transit customers to ensure that they are adequately trained to access regional ground transportation services.
- (5) Assists with preparing grant funding proposals and searches for possible additional funding opportunities to support the mobility management center initiatives.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Transportation Manager
2. Has direct contact with subcontractors from all six counties, state and local agency officials and transportation service providers
3. This is a non-supervisory position

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Receives inquiries and assists individuals with coordinating ground transportation services which will target their needs;
- Coordinates programming, scheduling and dispatch for transportation within the six county service area and coordinates with adjacent districts in the region;
- Coordinates and/or develops travel training classes for transit personnel and transit customers to ensure that they adequately trained to access regional ground transportation services;
- Prepares and administers public transportation surveys and analyze the results to

ensure transit customer satisfaction;

- Assists with marketing efforts promoting the mobility management center, independent living and self-direction services;
- Provides staff assistance to committees, including preparing and reviewing committee reports, presentations, and meeting materials, and participates in the research and analysis of a variety of topics related to the mobility management activities performed by the committees;
- Assists in preparation of reports including monthly and quarterly mobility management reports, travel training status reports, memoranda, and other correspondence;
- Assists with preparation of grant proposals for transportation funding; researches additional funding sources;
- Prepares and maintains information, records, and documents of the mobility management center;
- Maintains strict confidentiality on all information and referral records;
- Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of (or ability to obtain such knowledge within 90 days): Federal and state transportation laws and regulations; subcontractor performance standards; public transit programs; and transportation systems and how they relate to local and state agencies in the area. Knowledgeable of grant writing and grant proposal research.

Skill/Ability: Identify transportation service needs and prepare and implement related work plans; interpret applicable laws, rules and regulations; prepare and analyze highly complex transportation reports; demonstrate proficiency in both oral and written communication, including basic computer skills; and establish and maintain effective working relationships with subcontractors, regional council committee members and employees, public officials, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree in transportation management, planning, business management, public administration, or a related field, plus at least one year of experience performing increasingly responsible duties including writing grant proposals;

or high school graduation, or its equivalent, plus at least five years of experience performing increasingly responsible duties;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATION AND LICENSES REQUIRED: An appropriate Texas driver's license and must pass a pre-employment drug test.

REVISED 12/11/08