

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

JOB DESCRIPTION

MOBILITY MANAGER

[Exempt]

SUMMARY OF POSITION

This position will be responsible for Mobility Management within the LRGVDC's three county region which, under the Federal Transit Administration definition: "consists of short-range planning, management activities and projects for improving coordination among public transportation, and other transportation service providers with the intent of expanding the availability of services." Transportation coordination aims to improve transportation services by ensuring that communities coordinate transportation resources through multiple federal programs.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Executive Director and Transportation Advisory Panel
2. **Directs:** This is a supervisory position.
3. **Other:** Works closely with representatives of all local government members; has frequent contact with other local elected officials, state and federal government officials, representatives of community and statewide organizations and groups.

EXAMPLES OF WORK

Essential Duties*

- ❖ Develops and annually updates a "Locally Developed, Coordinated Public Transit-Human Services Transportation Plan" which identifies the transportation needs of individuals with disabilities, older adults and individuals with lower incomes; provides strategies for meeting those local needs and prioritizes transportation services for funding and implementation;
- ❖ Promotes the enhancement and facilitation of access to transportation services, including the integration and coordination of services;
- ❖ Supports state and local coordination planning and policy bodies such as regional partnering agencies and funding partners. Promotes the FTA initiative on the development of coordinated family of services;
- ❖ Supports operational planning for the acquisition and implementation of ITS technologies to help plan and operate coordinated systems;

*For the purpose of compliance with the Americans with Disabilities Act (ADA).

- ❖ Develops enhanced strategies to implement FTA's required competitive project selection process;
- ❖ Gathers and analyzes data to evaluate intermodal transportation service options for persons with disabilities, the elderly and others who are transportation disadvantaged to design the most efficient and cost effective option possible.
- ❖ Promotes United We Ride (UWR) efforts including activities related to the Job Access and Reverse Commute (JARC) Program, New Freedom Program (NFP), Elderly Individuals and Individuals with Disabilities programs;
- ❖ Develops and maintains the Mobility Action Council, a pro-active stakeholder group and coordinates public involvement activities;
- ❖ Develops and coordinates JARC and NFP projects and budgets;
- ❖ Develops strategies for seeking other funding sources and to leverage existing funding with non-FTA federal programs;
- ❖ **Other Important Duties***

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Americans with Disabilities Act (ADA) and its specific applications to public transportation; the updated JARC (Sec. 5316), NFP (Sec. 5317) and Elderly Individuals and Individuals with Disabilities (Sec. 5310) programs; the Coordinating Council on Access and Mobility (CCAM), United We Ride (URW), Mobility Services for All Americans (MSAA) and other federal coordination initiatives with federal programs; federal programs providing transportation funding for the targeted population; the principles and strategies of coordinated human services transit-transportation planning and coordination strategies; and Federal Transit Administration (FTA) and Texas Department of Transportation (TxDOT) policies, procedures and practices.

Skill/Ability to: be proficient with spreadsheet, word processing, presentation, database and project management software; excellent interpersonal, written and verbal communication skills; ability to provide leadership and speak before public groups, ability to work independently and with others in an effective manner; ability to use a personal computer and other office equipment; ability to analyze data, define problems, identify potential solutions, develop implantation strategies and evaluate outcomes; ability to prepare clear and concise oral and written reports; ability to read and understand transportation and program planning documents and standards; ability to work a flexible schedule that may include evenings and weekends; ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representative, and customers.

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ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor’s Degree in Transportation/Urban Planning, Business/Public Administration or a related field and three (3) years of progressively responsible experience with a public transit system handling the day-to-day operations of service planning, accessible services, human services transportation coordination or a related field. Qualifying experience must include computer proficiency and at least two (2) years of experience at an independent decision-making level. An equivalent combination of related education, training, and experience that demonstrates the knowledge, skills, and ability to effectively perform the functions of this position may be considered. A Master’s Degree in Transportation/Urban Planning, Business/Public Administration or related may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED

Valid/Current Texas Driver's License.

Employee’s Signature	Supervisor’s Signature

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