



BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

- JOB TITLE:** Mobility Manager
- REPORTS DIRECTLY TO:** BRPC Executive Director
- SUPERVISES:** Mobility Management Assistant
- STARTING SALARY RANGE:** \$35,000 - \$38,000, depending on qualifications
- GENERAL DESCRIPTION:** This is a two-year, full-time grant-funded position. The mobility manager will serve counties in Missouri including Franklin, Lincoln, Montgomery, St. Charles, and Warren.

SPECIFIC RESPONSIBILITIES:

- Under the direction of the Executive Director, coordinate efforts to enhance the availability and access to transportation services in the region by operating a one-call center.
- Guide and strengthen overall leadership of the Eastern Missouri Transportation Coordinating Council (EMTCC).
- Identify the needs of region's potential consumers, especially individuals with disabilities, senior citizens, and low-to-moderate-income individuals, and have the ability to serve these constituencies and develop ways to remove barriers to transportation.
- Collaborate with state departments and other transportation associations.
- Build & maintain relationships with transportation providers to understand current transportation options, develop new opportunities, and maximize available transportation resources to meet regional transportation needs.
- Make public presentations on the benefits of mobility management for the community & build supportive community networks.
- Network & liaison with community leaders to demonstrate how transportation enhances economic development.
- Lead in the design of operational functions that are nontraditional in service delivery.
- Provide direct outreach to area employers and employment agencies to gain support for employer and employee transit programs.
- Identify & attend conferences on issues relating to transportation, transit, and mobility management.
- Develop and direct the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities.
- Manage the established website.
- Plan and coordinate educational forums and promotional events and activities related to general public transportation & mobility management.
- Plan for future expansion of transit options across municipal boundaries.
- Research database software & technology that increases travel options.

- Assist the Executive Director with researching and writing grants for future funding and sustainability of the position.
- Other duties as deemed necessary or assigned.
- Any and all other activities that will benefit the Boonslick region.

KNOWLEDGE, SKILLS AND ABILITIES:

- Speaking to deliver public presentations.
- Knowledge and understanding of the region, the community and its needs.
- Knowledge of principles and practices of public transit, human services, transportation, and developmental disabilities organizations.
- Understanding of local governments and elected leadership are desirable.
- Applicable laws, codes, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with general oversight.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports in writing and in public presentations.
- Work courteously and tactfully with customers and employees.

OTHER FACTORS:

- Valid driver's license required.
- Some travel required.
- Some out of region overnight trips to conferences/trainings.

DESIRED QUALIFICATIONS:

- Bachelor's degree or relevant experience in public transit, social services, business, public administration, or related area is preferred.

This job description is meant as a general explanation of some of the responsibilities and expectations for this position. As the demands of the organization change, so too might the demands of this position.

This job description is meant as a general explanation of some of the responsibilities and expectations for this position and in no way constitutes a contract for employment.