



Job Title:
Mobility Manager

Posting Number:

Agency: Metropolitan Planning Organization

Posting Type: Open to All Applicants

FLSA Exempt/Non Exempt:

Full Time/Part Time: **Full Time** Regular/Temporary: **Regular**

Travel: Yes (10% local and out of town) – Requires Texas Class C Drivers License

Job Location: 9601 Wright Drive, Ste. 1, Midland, Texas 79706

Salary Range: \$2883.00 - \$4750.00 – *Salary is commensurate with qualifications and experience*

Shift: Days Monday through Thursday, 8:00 a.m. – 7:00 p.m. (Work hours can vary based on special Board and community meetings held after customary work hours)

Job Closing Date: Open until filled.

Refer any questions to:

Human Resources at
The City of Odessa

- To apply for this position apply online at <http://www.odessa-tx.gov/public/> and submit a resume with three letters of reference.

Mobility Manager Job Description

THE NEED: The Midland-Odessa Transportation Planning Organization (MOTOR MPO) is looking for a full time Mobility Manager within its Regional Service Planning Coordination (RSPC) Department. This person will implement tasks as determined by MOTOR MPO and the RSPC Transportation Steering Committee, which includes representatives of the MPO, regional non-profit and private transit agencies, health and human service agencies, workforce agencies,

and the general public. The objective of this committee is to coordinate transportation services provided throughout the Permian Basin rural and metropolitan areas in order to improve overall mobility, with near-term improvements for transit-dependent persons such as elderly persons, persons with disabilities, and persons with low-income. 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.

THE VISION: Mobility management is a relatively new strategic approach to managing transportation resources. It emphasizes:

- moving people instead of moving vehicles,
- the discrete travel needs of individual consumers,
- the entire trip, not just that portion of the trip on one mode or another,
- making visible improvements to the effectiveness, efficiency, and quality of the travel services being delivered,
- designing and promoting transit oriented developments, livable cities, and energy efficient sustainable communities, and
- improving the information available about those services

THE MISSION: The mobility manager in a transportation planning 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 regional transit programs. It will require the development and distribution of information that explains how to utilize the available resources for meeting the diverse travel needs of the market it serves.

THE SCOPE: Mobility management is a process of managing a coordinated community-wide transportation service network comprised of the operations and infrastructures of multiple trip providers in partnership with each other.

- A focus on individual needs, not on moving the masses.
- Offering a full range of travel options to the single-occupant auto.
- A focus on innovation, changing usual business practices.
- Cultivating partnerships and multi-agency activities.
- Offering a single point of access for customers to multiple travel modes.
- Applying advanced technologies.
- Coordinating community-wide planning with transportation influencing land use and zoning decisions.
- Ensuring transit-friendly designs in long-range plans.
- Receiving business community and voter support as well as local governmental support.

THE CHALLENGE: Mobility management is different from prior resource management strategies because of the above factors and because it:

- Replaces a strategy of management of owned assets with strategic partnerships and alliances among multiple providers.
- Emphasizes multi-modal choices rather than single-mode solutions.
- Requires focusing on a coordinated community-wide transportation service network of existing and potential trip providers.
- Emphasizes the need to provide services that are easily understood as beneficial and wanted by the general public: "a sellable product."
- Emphasizes changing traditional business practices.

THE COMPETENCIES: Representative personal competencies that would enhance the performance of an otherwise qualified candidate in 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

THE ESSENTIAL JOB FUNCTIONS: Below is a list of work activities that are required to be performed 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 conference on issues relating to transportation;
- Develops potential for future expansion of transit options across and around the MPO planning 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.

THE DUTIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Collaboratively develops the "Regionally Coordinated 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.
- Collaboratively updates annually the refined, detailed workplan, which provide steps for accomplishing the elements described in the "Regionally Coordinated Transportation Plan" in each fiscal year.
- 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.
- 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" 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 strategies for seeking other funding sources and to leverage existing funding with non-FTA federal programs.

THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Proficiency with spreadsheet, word processing, presentation, database and project management software.
- Utilize the United States Census Bureau American FactFinder (for population, housing, economic and geographic data) website for performing demographic analyses.
- Utilize mapping software tools (e.g., Mapitude) to map existing routes and unmet needs routes.
- Utilize transit modeling and simulation tools (e.g., TransCAD; TransModeler, etc.) to perform transit analyses related to proposed fixed and on-demand transit routes.
- Conduct Outreach to community organizations to identify unmet needs
- 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 modern office equipment.
- Ability to analyze data; define problems; identify potential solutions; develop implementation strategies; and evaluate outcomes.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to work with mathematical concepts; perform basic math and calculate figures.
- Ability to apply concepts of basic numbers, probability and statistical inference.
- Ability to apply graphic concepts, fractions, percentages and ratios to practical situations
- 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 representatives, and customers.
- Ability to operate a motor vehicle; must possess and maintain a valid Texas Driver's License.

THE REQUIRED EDUCATION AND EXPERIENCE: A Bachelor's Degree from an accredited college or university in Transportation/Urban Planning, Business/Public Administration or a related field and three (3) years of progressively responsible experience with 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 a related may be substituted for two years of the required experience.

THE PHYSICAL REQUIRMENTS: Extended periods sitting at a table, desk or workstation with use of a computer; normal visual acuity and field of vision; hearing, speaking and color perception; work involves periodic bending, stooping, reaching, standing and walking; requires dexterity in operating office machines and equipment; periodic need to carry items for short distances weighing up to 10 lbs. Periodic fieldwork in varying environments. Travel as necessary within or outside of service area via automobile or other mode of transportation.