



SOUTHWEST MICHIGAN PLANNING COMMISSION

185 East Main Street, Suite 701, Benton Harbor, MI 49022

Phone: 269-925-1137 • Website: www.swmpc.org

MOBILITY MANAGER

General Summary:

Will work with SWMPC Transportation Planners and the Berrien County Coordinated Transportation Committee with the goal of improving transportation services for persons with disabilities, older adults and individuals with lower incomes. This position will be responsible for Mobility Management which, under the Federal Transit Administration (FTA) 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."

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.

Responsibilities:

1. Gathers and analyzes data to evaluate public and private 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.
2. Convenes and facilitates the Berrien Coordinated Transportation Committee, working to implement the Berrien County Coordinated Transportation Plan
http://www.swmpc.org/downloads%5Cberrien_county_transit_study_final.pdf, that provides strategies for meeting the transportation needs of individuals with disabilities, older adults and individuals with lower incomes.
3. Conduct outreach to community organizations to identify unmet mobility needs.
4. Serves as the liaison to community leaders and social service agencies in an effort to explain the mobility needs and the potential for improved mobility options in the region;
5. Attends and facilitates meetings on issues related to transportation;
6. Builds partnerships between and among transportation service providers, social service agencies, and government;
7. Develops and distributes information that explains how to utilize the available resources for meeting the diverse travel needs of individuals with disabilities, older adults and individuals with lower incomes.
8. Develops potential for future expansion of transit options across and around the Metropolitan Planning Organization planning boundaries;
9. Develops strategies for seeking other funding sources and to leverage existing funding.



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Required Knowledge, Skills, and Abilities:

1. Excellent interpersonal, written and verbal communication skills.
2. Ability to provide leadership and speak before public groups.
3. Ability to work independently and with others in an effective manner.
4. Ability to analyze data; define problems; identify potential solutions; develop implementation strategies; and evaluate outcomes.
5. Ability to solve problems and deal with a variety of variables in situations where only limited standardization exists.
6. Ability to prepare clear and concise oral and written reports.
7. Ability to read and understand transportation and program planning documents.
8. Ability to work a flexible schedule that may include evenings and weekends.
9. Ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, and customers.
10. Knowledge of or willingness and ability to learn the Americans with Disabilities Act (ADA) and its specific applications to public transportation.
11. 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.
12. 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.
13. Knowledge of or willingness and ability to learn federal programs providing transportation funding for the targeted population.
14. Knowledge of or willingness and ability to learn the principles, procedures and strategies of coordinated human services transit-transportation planning and coordination strategies.
15. Knowledge of or willingness and ability to learn Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) policies, procedures and practices.



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Desired Competencies: Innovative thinker; Conflict resolution; Persuader; Convener; Communicator; Initiator; Visionary; Problem solver; Leadership; Negotiator; Mediator; Empathy; Customer focus; Team builder; Management skills.

Employment Qualifications: Possession of a bachelor's degree in transportation/urban planning, business, public administration, social work, 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. A Master's Degree in any of the above fields may be substituted for two (2) years of the required experience. Computer skills including standard office suite packages, graphics skills, and web page design and upkeep are considered.

Compensation: \$25 per hour (contract position – no benefits provided).

Necessary Special Requirements: Possession of a valid Vehicle Operator's License.

To Apply: Submit a cover letter and resume to Anna Rahtz, Transportation Planner by email at rahtza@swmpc.org or by mail at Southwest Michigan Planning Commission, 185 E. Main St. – Suite 701, Benton Harbor, MI 49022.

Application Deadline: Monday, May 10th, 5:00pm EST. Applications will be reviewed on a rolling basis, so please apply immediately.

Timeframe: Position begins immediately. At least four-month contract position funded by FTA grants; the continuation of the position is contingent upon future grant funding.