



CAG Job Description

JOB TITLE: Mobility Manager

SUPERVISOR: Transportation Planning Manager
LOCATION: Apache Junction
DEPARTMENT: Transportation
FLSA Status: Non-Exempt
Pay Range: \$41,995 - \$52,000

SUMMARY: Coordinates mobility planning efforts with the Central Arizona Governments (CAG), Sun Corridor Metropolitan Planning Organization (SCMPO), and the Arizona Department of Transportation (ADOT). To include working in collaboration with Maricopa Association of Governments (MAG) and other public agencies and private organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following,

- Coordinates and develops the required annual updates for the CAG/SCMPO Human Services Transportation Coordination Plan, identifying regional transit needs and possible strategies for the population of older adults, persons with disabilities.
- Develops and maintains a network of human and social transportation related services, by bringing together non-profit and public agency transportation providers within the region.
- Gathers all monthly or quarterly reports from sub-recipients and submits to ADOT within 45 days.
- Supports state, regional and local coordination planning and policy committees.
- Cultivates partnerships between multiple governmental and non-governmental organizations as an effective collaborator and network builder, who is persuasive and sensitive to situations and individuals.
- Promotes the enhancement and facilitation of access to transportation services, including the integration and oversight of transportation coordinated services.
- Provides technical assistance in the annual Section 5310 and Section 5311 program application processes.
- Develops strategies for seeking other funding sources and leveraging existing funds with other non-FTA Federal programs to implement those strategies.
- Maintains the regional ADOT recipient's program inventory of vehicles used for passenger transportation.
- Facilitates the Gila-Pinal Transportation Coordination Committee, which coordinates local transportation providers to assess needs, strategizes to address gaps, and improve efficiencies for transportation service delivery within CAG and the Sun Corridor MPO regions.
- Provides information about services to individuals, agencies, and employers through brochures, websites, telephone, email, group presentations, and other means.
- Performs regional transit asset management.

- Designs, organizes and delivers training.
- Represents organization and partners in federal, state, and regional advisory committees.
- Provides technical assistance to community stakeholders.
- Prepares and delivers oral and written presentations, progress reports, and summaries for staff, committees, governing boards, civic groups and general public as needed.
- Conducts surveys, focus groups, data analysis, and research on the transportation gaps in services of the targeted population.
- Conducts and analyzes complex qualitative and quantitative research of data and policy for the development of strategies to overcome the gaps in services.
- Develops and manages databases.
- Specific duties as defined or required by ADOT or Federal Transit Administration (FTA) as part of program regulation updates or changes.
- Other related duties as assigned by the Transportation Planning Manager and/or Executive Director.

The position is responsible for setting an example for other CAG staff regarding CAG procedures as described in the Employee Manual.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION and/or EXPERIENCE:

A Bachelor's Degree in a related field (i.e. Transportation, Planning, Public Administration, Community Planning, Management or Business Administration) is required. Experience with a public, private, or non-profit transit system, handling the day-to-day operations of service planning, accessible services, human services transportation coordination or a related field is highly desirable. Any combination of related education, training and work experience that demonstrates the knowledge, skills and ability to effectively perform the functions of this position, may be substituted for required education.

COMPUTER SKILLS:

To perform this job successfully, an individual must possess computer skills of moderate complexity. Proficiency in Microsoft office suite.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, legal documents, federal and state guidelines, statutes/codes. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Executive Director, Transportation Committee(s), Management Committee, Regional Council, other public groups and grantors.

MATHEMATICAL SKILLS:

Ability to comprehend and apply advanced mathematical concepts and principles of descriptive and inferential statistics.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. Must be able to travel extensively within the CAG/SCMPO Regions and surrounding environs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually quiet.

- * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- ** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.