



Job Opening for Mobility Manager

The Transit Authority of River City is looking for a full time Mobility Manager within its Marketing and Planning Department. This person will implement tasks as determined by TARC and the Coordinated Transportation Steering Committee, which includes members of local non-profit and private transportation providers. The objective of this organization is to coordinate transportation services provided throughout the metropolitan area in order to improve overall mobility, with near-term improvements for elderly persons or persons with disabilities. 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.

Duties include data collection and analysis; general clerical tasks; research and report generation; grant writing; outreach to businesses, non-profits and government agencies, and organizing and staffing community events, serving as project manager for grants obtained, and researching and testing potential ITS applications.

Applicant should be extremely detail oriented and enjoy a fast paced working environment and must be able to work independently. Daily travel is expected.

Essential Computer Skills:

Microsoft Office – Word, Excel, and Access (or other similar desktop programs)

Hours: 40 hours/week

Salary: negotiable

Where to apply: Send resume and salary history to Human Resources, Attention: Mobility Manager, 1000 W. Broadway; Louisville, KY 40203.

**TRANSIT AUTHORITY OF RIVER CITY
POSITION DESCRIPTION**

JOB TITLE: Mobility Manager

FLSA STATUS: Exempt

EEO CODE: 02

JOB GRADE:

JOB CODE:

REPORTS TO: Director of Marketing and Planning

GENERAL SUMMARY:

Under general supervision of Coordinated Transportation Steering Committee based on the organization's long term goals and objectives

ESSENTIAL DUTIES AND TASKS:

1. Develop coordination program for transportation providers
 - a. Develop incentive program
 - b. Create communication plan
 - c. Review regulatory processes
 - d. Research needs and demands of users
2. Develop transportation program
 - a. Explore use of local cab company and school system for service provision
 - b. Establish system for shared use vehicles
3. Develop information program
 - a. Create map of assets and needs
 - b. Produce outreach materials for users and providers
 - c. Develop grants and other funding sources
4. Explore and implement opportunities to generate additional resources
 - a. Research and apply for eligible grants
 - b. Pursue opportunities for corporate and government sponsorships
 - c. Seek government grants and other funds.
5. Perform other duties as assigned

WORKING CONDITIONS:

This work is generally performed in a quiet office environment. Some work may take place in the field, depending on the assignment. The incumbent will be exposed to diesel fumes and/or airborne particles.

EFFORT:

Long periods of time working at a computer terminal. Use of keyboard may be stressful to hands or wrists. Must be able to see, hear and speak. Frequent handling and fingering, reading,

working with information, standing, walking. Occasional lifting up to 25 pounds, reaching, climbing, stooping. Requires driving almost daily. Must be available for evening and weekend work.

MACHINES, TOOLS, EQUIPMENT:

Computer, printer, photocopy machine, fax machine, calculator, shredder, telephone, TARC van or car

MINIMUM QUALIFICATIONS:

Post secondary education in business, communications or related field preferred. A combination of education, training and experience that results in demonstrated competency performing the work may be substituted.

Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Ability to create effective communication devices.

Must have excellent computer skills.

Must maintain a valid driver's license.

Successful performance on all pre-employment tests, including any required drug test.

The incumbent must be able to maintain the confidentiality of any information s/he encounters.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

Experience with the following types of software and/or applications is preferred: word processing, spreadsheets, scheduling, project management, presentation, graphics, layout and design.

Approved:

Employee Date

Supervisor Date

Director of Human Resources Date

Executive Director Date

- **TARC reserves the right to revise this Position Description, as it deems necessary.**