



Mobility Coordinator

March 2021

Title: Mobility Coordinator

Salary Range: Monthly - \$3,180 – \$4,388

SUMMARY

This is a full time non-exempt professional position, including benefits, with the North Front Range Metropolitan Planning Organization (NFRMPO). The Mobility Coordinator will assist in the facilitation, administration, and development of Mobility Management projects and programs in the North Front Range region and support the Mobility Manager with the development and implementation of the One Call/One Click Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of this position and are not intended to be all-inclusive.

Responsibilities

- Coordinates with Transportation Planning Team staff on the Coordinated Public Transit/Human Services Transportation Plan (Coordinated Plan) and helps implement programs to achieve goals set out in the Coordinated Plan
- Staffs, supports and facilitates meetings of the Larimer County Mobility Committee (LCMC) and Weld County Mobility Committee (WCMC) and serves on the Mobility & Access Priority Group (MAPG)
- Provides project, programmatic and administrative support to the Mobility Manager in the development and implementation of the One Call/One Click Center in Larimer and Weld counties
- Staffs Mobility Program Call Center, assisting individuals with identifying the best transportation options to meet their needs and providing other support regarding mobility needs.
- Pursues additional funding opportunities and leverages existing funding with FTA and non-FTA programs through grant writing and project management of specialized grant opportunities
- Responsible for the NFRMPO Transit Asset Management (TAM) reporting commitments by tracking grant-funded vehicles and reporting to CDOT
- Leads community engagement and Mobility programming activities, including the distribution of outreach materials and the facilitation of travel trainings to inform riders of their transportation options
- Collects, analyzes, and maintains program data, which will be used to identify mobility gaps, potential efficiencies and partnerships, and create reports for the NFRMPO's Planning Council
- Works with local governments, human service agencies and public and private transportation providers to improve coordination of transportation services by providing technical assistance, administrative, and operational support
- Serves as a Team representative in various settings to effectively represent the program and agency.
- Carries out other duties as assigned

SUPERVISORY RESPONSIBILITIES

This position is not responsible for the supervision of staff.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication skills, both oral and written
- Demonstrated ability to work independently and set workload priorities
- Knowledge of principles and practices of local government, mobility management, transportation, and human services
- Basic knowledge of specialized areas such as transit and paratransit operations, and the activities of local human service providers
- Strong interpersonal skills that include ability to be part of a successful team and work with outside partners
- Demonstrated project management skills
- Demonstrated customer service skills, particularly serving vulnerable populations such as older adults, individuals with disabilities, and individuals who do not speak English as a first language
- Strong computer aptitude, with skills in Microsoft Office and the ability to learn new computer software applications
- Ability to work with elected and appointed officials, human services agencies staff, and other agency staff, as well as the general public, especially vulnerable populations such as older adults, individuals with disabilities, lower income individuals, and people who do not speak English as a first language
- Demonstrated facilitation skills
- Must be able to work with limited supervision
- Must be enthusiastic and foster genuine interest in assisting the public of the region with their transportation needs
- Requires use of independent judgement

EDUCATION and EXPERIENCE

Associates degree in related field, minimum of two (2) years of progressively responsible experience required, or equivalent combination of education and experience. Bachelor's degree in transportation planning , human services, or related field preferred.

LANGUAGE SKILLS

- Ability to read, write, and speak clearly in the English language
- Must have the ability to respond effectively to sensitive inquiries or complaints
- Must be able to listen and to communicate with managers, co-workers, and the general public
- Fluency in Spanish is a plus

REASONING ABILITY

Ability to make rational decisions and carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license.

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a standard professional office environment with travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.