

# Community Transportation Association of Idaho

*“Supporting, Coordinating and Promoting Mobility in Idaho”*

## District Mobility Manager

Pay Grade: Dependent on Experience

FLSA Designation: Exempt

### General Statement of Duties

The District Mobility Manager provides high level professional expertise to the CTAI Executive Director, association members, public and private agencies and the general public supporting, coordinating and promoting mobility within their respective Idaho Transportation District. The District Mobility Manager facilitates local mobility (transportation) planning, public outreach and implementation of the local and district mobility management network plans, and builds partnerships with local officials and organizations to improve mobility options and resources in the District.

### Classification Summary

The principal function of an employee in this class is to provide complex professional expertise supporting, coordinating and promoting transportation options in a geographical area. This position requires knowledge of transportation planning and excellent communication and consensus building skills. Primary duties include facilitating local mobility planning and coordination, public outreach and partnership building. The District Mobility Manager may supervise subordinate or volunteer positions. The work is performed under the supervision of the CTAI Executive Director although latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment and include extensive workday travel to communities within the district and occasional overnight travel throughout the state and to national trainings.

### Essential Duties and Responsibilities

Include but not limited to:

- Identify local mobility needs and create partnerships to fill gaps in service;
- Promote local mobility and transportation improvements to service providers, planning staff, and local officials;
- Provide facilitation and support to the local mobility networks and provide administrative support to the District Coordination Councils;
- Cultivate direct working relationships, partnerships and coordination with local service providers, local elected officials, and public entities including the Public Transportation Advisory Committee (PTAC), Interagency Working Group for Public Transportation (IWG), and the Idaho Transportation Department (ITD);
- Enhance communication between CTAI, Local Mobility Management Network (LMMN), District Coordination Council, PTAC, IWG and ITD;
- Participate in local mobility management network, District Coordination Council, and PTAC/IWG meetings by communicating activities, achievements, challenges, and opportunities in the District;

- Develop and distribute materials, such as maps and reports, and organize events and activities about mobility and transportation to service providers, local officials and agencies, and the general public;
- Advocate and assist local entities with the development of funding resources for prioritized transit and/or mobility projects through grants and other sources (e.g., public/private partnerships);
- Coordinate local/regional planning with an understanding of community players, and transportation and land use resources. Update local mobility plans in accordance with FTA and ITD guidelines;
- Communicate best practices within the local mobility management networks and district coordination councils to CTAI to encourage statewide improvements;
- Assists local service providers to better understand rules, regulations and guidelines;
- Assists CTAI Executive Director in planning, coordinating and executing meetings, conferences and trainings in respective Transportation District;
- Responds to inquiries and requests for information and provides assistance to CTAI members and other interested parties;
- Performs all work duties and activities in accordance with CTAI policies, procedures, and safety practices.

### **Knowledge, Skills and Abilities**

#### Knowledge of:

- Transportation planning, mobility management, and land use principles.
- Data collection techniques, technical writing and data analysis.
- State and federal grant programs, grant writing, and application processes.
- Microsoft Office Professional Software.

#### Skills to:

- Develop budgets and work within budget constraints.
- Work constructively and respectfully with diverse opinions and competing interests to build consensus.

#### Ability to:

- Effectively communicate verbally and in writing.
- Use logic and analyses to identify the strengths and weaknesses of different approaches.
- React quickly to new tasks and deadlines.
- Work well with others, within and external to the Association.
- Determine priorities and follow-up to ensure desired results.
- Provide leadership within public groups and committees.
- Create and give professional presentations.
- Establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, and transit users.
- Facilitate meetings of the public, local officials and agencies to discuss and coordinate mobility needs and resources.

- Work independently and handle a variety of public interactions or situations with tact and diplomacy.
- Make sound and reasonable decisions in accordance with regulations and established procedures.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Required Education and Experience**

- A Bachelor's Degree in a related field (i.e. Transportation, Planning, Public Administration, Community Planning, Management or Business Administration).
- Relevant work experience or transferrable skills may be substituted for required education.