

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Mobility Coordinator
DEPARTMENT: Community Services
REPORTS TO: Director of Community Services

SALARY GRADE: 13
FLSA STATUS: Non-Exempt
DATE: 03/2018

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

The Mobility Coordinator is responsible for community transportation planning, coordination, navigation, and travel training for people with disabilities seeking independent living.

ESSENTIAL JOB FUNCTIONS:

Coordinate transportation information requests and transportation service referrals

Develop Person Centered Transportation Plans (PCTP) to match a person's travel needs to existing resources in the community.

Use Web based travel planners to assist people in developing travel plans by matching transportation resources to accommodate specific needs.

Counsel people on the transportation options that will accommodate the travelers' needs and assist people to navigate the transportation system.

Conduct travel training services to assist people to utilize community transportation resources independently.

Conduct outreach to the community to identify unmet transportation needs.

Assists in the development of transportation resources information including but not limited to resource manuals, brochures, web pages, etc.

Assist in the development and utilization of innovative transportation resources including but not limited to the following: Rideshare services, Voucher Programs, Vanpool Services, PDA travel planning technology, donated car program, adaptive vehicle services, ADA services and the Greenbelt Connection.

Function as community transportation advocate promoting accessible, affordable transportation options for people with disabilities.

Assist in the dissemination of transportation resource information to people with disabilities, community organizations, and community planning organizations.

Present transportation resource information at community events and conferences

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in public administration, business administration, urban or transportation planning and one or more years of successful work experience in this or a related field;

Or any equivalent combination of education and experience which meets the requirements of the duties and responsibilities.

Mobility Coordinator

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Transportation resource, community resource and human services resource information knowledge.

Written and computer literacy skills to assist in the development of transportation resource information

Transportation referral service coordination information skills

Person Centered Transportation Planning (PCTP) and/or human service planning skills.

Ability to handle multiple projects and set priorities.

Customer service problem solving skills.

Project organization skills

Ability to use web based travel planners matching transportation resources to needs

Oral and written communication skills necessary to conduct transportation out-reach activity directed at community organizations,

Presentation skills to conduct community transportation meetings and conference presentations

Ability to coordinate activities with people with disabilities, human service providers, transit authorities and employers.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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