



Job Announcement

Job Title: Mobility Manager
Reports To: Senior Program Manager
FLSA Status: Exempt
Prepared Date: March 2018
Approved By: PVTA Technical Committee
(This position is subject to final approval of the Mobility Management funding agreement with Los Angeles County Metropolitan Transportation Authority)
Salary Range: \$52,914 to \$64,317 Annually

Pomona Valley Transportation Authority is seeking applicants for the position of **Mobility Manager**.

Pomona Valley Transportation (PVTA) is the specialized transportation provider for the cities of Claremont, La Verne, Pomona and San Dimas. PVTA currently operates several specialized services in the area. The position reports to the Senior Program Manager. The Mobility Manager will function as the manager of PVTA's Mobility Manager program.

Mobility Manager Program

Pomona Valley Transportation Authority (PVTA) is creating a Mobility Management program focusing on the transportation needs of seniors and persons with disabilities. The objective of the program is to increase use of existing transportation services by making them easier to understand and use. A "transportation concierge" will assist potential riders in selecting and navigating available transportation resources. The Mobility Manager will make understanding and using existing transportation resources easier and more convenient.

DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- 1. Passenger Registration**-Assess riders needs and register passengers for the appropriate service.
- 2. Transportation Information**-Provide callers and walk-in customers with information on all transportation resources serving the Pomona Valley.

3. Transportation Inventory -Conduct a transportation inventory to develop and maintain a database of the public and human services transportation resources serving the Pomona Valley.

4. Transportation Concierge- Assist seniors and individuals with disabilities in selecting and navigating the transportation options appropriate for them. Guide new users through registration and the initial use of available services. The concierge will be able to assist riders with the intake and eligibility processes for many local programs including the Community Connections trip reimbursement program and will assist when service issues arise.

5. Website-Manage the PVRTA website that will include information on all available transportation services as well as links to those services.

6. Transit Store-Manage operations of the "Transit Store." The Transit Store is a location where residents can go to in order to purchase fare media for all transit operators in the Pomona Valley. It also offers information about local transportation options.

7. Outreach, Orientation and Advocacy- Conduct outreach to promote the public and specialized transportation resources. Outreach will include presentations to community groups and participation in community events.

QUALIFICATIONS

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.

- Knowledge of paratransit and alternative transportation programs
- Effective communication skills both oral and written
- Computer skills (MS Office, Excel, Word, Power Point, Photoshop)
- Problem solving and critical thinking skills
- Analytical and data interpretation skills
- Organizational skills
- Ability to prioritize responsibilities and workload
- Ability to demonstrate a sensitivity to persons with disabilities and the elderly
- Bi-lingual, English and Spanish a plus

EDUCATION and/or EXPERIENCE

Any combination equivalent to the experience and education that could typically provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree from an accredited college or university and a minimum of one year of experience in public or specialized transportation or related field.

COMMUNICATION SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate effectively verbally and in writing. The ability to make presentations community groups.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 qualified individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is regularly required to talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

COMPENSATION AND BENEFITS

Salary Range: \$52,914 to \$64,317 Annually.

Retirement

All full time permanent employees shall be covered for retirement purposes by the Public Employees Retirement System (PERS) **Miscellaneous Members Per 2% @ 60 Formula** in accordance with contractual agreement between PVRTA and PERS.

Health Coverage

PVRTA shall provide full time permanent employees with health insurance coverage. PVRTA shall pay applicable premiums for employee and family coverage.

Dental Insurance

PVRTA shall provide dental coverage for all full time permanent employees. PVRTA shall pay applicable premiums for employee and family coverage.

SELECTION PROCESS

Qualified candidates need to apply by **April 18, 2018**. Applicants must submit a PVRTA application and a resume to: George Sparks, PVRTA Administrator, Pomona Valley Transportation Authority, 2120 Foothill Blvd. #116, La Verne, CA 91750. (909) 596-7664, email- glspvta@gmail.com. The most qualified applicants will be selected to participate in an oral examination. PVRTA is an Equal Opportunity Employer and Drug/Alcohol Free Workplace.