



JOB TITLE: Director of Mobility Services – Modesto, CA

MOVE Stanislaus Transportation (MOVE) is seeking a full-time DIRECTOR OF MOBILITY SERVICES. MOVE is a nonprofit corporation that has been designated the Consolidated Transportation Services Agency (CTSA) for Stanislaus County. The Director of Mobility Services will report to the Chief Executive Officer (CEO) and be responsible for day-to-day management of the agency's operating programs. These programs include:

- A travel training program providing persons with disabilities one-on-one instruction of riding fixed route transit
- A veteran's van service providing rides to Veterans Administration clinics in the San Francisco Bay Area
- A volunteer driver program providing door-through-door transportation for frail seniors and persons with disabilities
- An in-person ADA paratransit eligibility program serving all transit operators in the County
- A community partnership program providing specialized services through contracts with local human service agencies
- Other newly developing programs

This position requires a combination of managerial and analytical skills emphasizing program efficiency while maximizing service delivery. The Director of Mobility Services must have excellent management and organizational abilities to lead multiple programs simultaneously. Experience working with elderly individuals and/or people with disabilities is preferred. Strong verbal and written communication skills are required. Experience with Word, Excel, Publisher and PowerPoint. Familiarity with analysis of data directly from databases is a plus. Knowledge of the Americans with Disabilities Act (ADA) is a plus.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

- To manage all activities of MOVE's programs
- To exercise responsibility for performing a variety of tasks related to overseeing, implementing, coordinating, promoting and providing all components necessary for the success of the MOVE programs
- To identify problem areas or situations quickly, isolate problem causes, and take appropriate action to resolve problems identified
- Employees in this classification receive direct general supervision from the CEO of MOVE within a standard framework of established policies and procedures.
- Demonstrate the highest degree of initiative and decision making, independence of action, and excellent communication skills
- To work effectively with seniors and individuals with disabilities

TYPICAL DUTIES:

The following are typical duties of the Director of Mobility Services position. This listing is not meant to be exclusive, as there may be other tasks assigned by the CEO.

- Directs, coordinates, and supervises all activities and operations of MOVE Programs to ensure that goals and objectives of the programs are met
- Oversees the hiring, training, supervision, and evaluation of subordinate staff



- Evaluates priority of assignments and projects and ensures follow-up and completion through workload planning, staff training and scheduling to meet specified deadlines
- Evaluate, analyze and change program processes to improve program efficiencies
- Provides CEO with reports on program operations
- Responsible for oversight, including
 - Review of payables and receivables in a timely manner for processing
 - Approval and submission of employee timesheets and time off requests
 - Oversight of preparation of accounting records and documents
 - Review and monitor program financial statements
- Transportation grant writing and management
- Assist CEO with Program budget projections and management
- Oversees the establishment and maintenance of accurate files, data and record keeping systems to track or monitor program activities and operations
- Ensures that all contract requirements are met
- Gathers project information, statistics and prepares comprehensive reports for CEO and MOVE Board of Directors
- Presents program performance and updates to the Board of Directors
- Website content management
- Implement the organization's social media to publish content and maintain community connections

MINIMUM QUALIFICATIONS:

Experience:

- Minimum Three (3) years recent experience in a management position in a transportation organization, human services agency, or in a closely related field.
- Demonstrated planning, organizational skills and leadership ability
- Minimum one-year experience working with senior citizens and individuals with disabilities is a plus
- Demonstrated ability to work independently with a very high degree of professionalism
- Ability to work effectively with clients, staff and community members

Education:

Minimum four-year degree (preferably Master's degree) in transportation management, engineering or planning, public administration, business administration, management study, or closely related field, from an accredited college or university. Consideration will be given to candidates who have senior level management or leadership experience but do not possess a four-year college degree.

The salary range for the position is \$75,000 to \$85,000. An excellent benefits package is also offered.



APPLICATION PROCEDURES:

Please submit a resume and cover letter, including why this position interests you and how your experience and skills are applicable, attention to:

Stacie Morales, CEO
staciem@movestanislaus.org