

SOUTHEAST TRANSIT & SECED, INC.
TRANSIT MOBILITY MANAGER
FULL TIME SALARY RANGE: \$25,000 - \$30,000
Benefits package will be in addition to salary

GENERAL STATEMENT OF DUTIES

Available to work 40 hours per week.

Office Location: City of Las Animas, 532 Carson Ave, Las Animas, CO 81054

Assist in the dissemination of information through a newly established regional Call Center for the scheduling of rides for underserved populations, including but not limited to rides for clients to/from medical appointments and the general population in the six county region of Baca, Bent, Crowley, Kiowa, Otero, and Prowers;

Perform coordination duties for the 5310 Mobility Grant which will be varied and require skill in organizing and prioritizing tasks, utilizing basic computer programs and website updates, and regional coordinating council meeting facilitation.

Work closely with the CSBG Coordinator under the direction of the Adult Service Manager – AAA.

Have strong interpersonal and communications skills and the ability to analyze and solve problems.

Have proven administrative and management skills with an emphasis on funded programs.

Experience in working with diverse cross-section of community and/or volunteers.

Must have computer skills in data management and reporting.

DUTIES

1. Coordinates 5310 Mobility Management Grant including but not limited to: weekly reporting to the Adult Services Manager-AAA, monthly reporting to the Regional Coordinating Council (RCC), SECED, Inc., and, quarterly activity reporting to SECED, Inc., and submitting annual 5310 Mobility grant application.
2. Facilitate SETran meetings:
 - scheduling monthly meetings (or as appropriate)
 - continue outreach to expand stakeholder participation
 - coordinating logistics for in person meetings and/or set up of video conferencing
 - correspondence prior to and after meeting
 - agenda preparation
 - facilitate the meetings
 - prepare and distribute minutes of meetings
 - maintain records including agendas, minutes, and subcommittee records
 - arrange for guest speakers (like State Legislators)
 - other tasks the regional Mobility Manager as assigned.
3. Coordination for processing incoming CSBG applications, in collaboration with the CSBG Coordinator, for all six counties in the Southeast region of Baca, Bent, Crowley, Kiowa, Otero and Prowers.
4. Assist in the coordination of rides to medical appointments and other community services for clients in the six county region of Baca, Bent, Crowley, Kiowa, Otero and Prowers.
5. Develop and maintain cooperative working relations with a variety of community organizations and agencies, to develop and encourage participation in the Regional Coordinating Council (RCC).

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6. Disseminate project information, as appropriate, to the regional coordinating council, sponsoring agencies' staff and public at large, including other programs and agencies.
7. Plan, develop and implement a continuous program of public relations to market and maintain an updated website, rider's guide and a social media page to ensure accurate and up-to-date information.
8. Coordinate with SECED staff to provide activity, financial and community interaction records to report in to the COTRAMs portal for grant reporting purposes.
9. Attends appropriate meetings and conferences on systemic counter-poverty related community actions, volunteerism, transportation and related fields, as needed.
10. Keep aware of current Transportation funding opportunities and legislation. Relay this information to SETran members – RCC / SE TPR liaison.
11. Coordinate Transit Training –Working collaboratively with Small Business Development Center (SBDC) to utilize regional transit providers from La Junta to Lamar to train the riders on use of transit services, riders guide & website and making transfer connections
12. Market and maintain an updated website, rider's guide and a social media page to ensure accurate and up-to-date information.

RESPONSIBILITY

Works under the guidance of the SECED, Inc./SETran RCC, and the Adult Service Manager - AAA. Incumbent's work is reviewed for compliance to instructions, procedures, methods, general conclusions, final results and accuracy.

PERSONAL WORK RELATIONSHIPS

Contacts are with supervisor, other agency staff, advisory council, volunteers, sponsoring agencies, state personnel and public. Incumbent must have the ability to work well in small communities.

MINIMUM QUALIFICATIONS

Education: AA in Business related field or

Experience: Two years in job related field

SPECIAL REQUIREMENTS

Valid Colorado State Driver's license and insurance
Reliable transportation

ESSENTIAL FUNCTIONS OF THE JOB

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 individuals with disabilities to perform the essential functions.

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A notable amount of time may be spent in a remote/virtual capacity, outside the office with the sponsoring agencies. Remaining time is spent in a standard office environment requiring normal physical effort. Requires sitting for extended periods of time, and occasional walking. Requires dexterous use of both hands. Requires corrected vision and hearing. Specific vision abilities by this position include close vision and the ability to adjust focus. Ability to lift and/or move up to 5 pounds. The noise level in the work environment is usually moderately quiet.

POLICY REQUIREMENTS

Formal application, rating of education and experience; written exam; oral interview and reference check. Job related tests might be required.

Employment is contingent upon the applicant passing a pre-employment medical physical and mandatory drug test.

Verification of any combination of driving record, criminal history and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until a conditional job offer has been given to the applicant.

AFFIDAVIT

I certify that I understand the description of this job, the Essential Functions, and Policy Requirements as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____ Date _____

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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112 WEST ELM ST, P.O. BOX 1600
LAMAR, COLORADO 81052
OFFICE 719-336-3850 FAX 719-336-3835

NAME _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____

WORK TELEPHONE _____ PERSONAL TELEPHONE _____

EDUCATION AND TRAINING
(HIGH SCHOOL-TRADE SCHOOL-COLLEGE)
DATE LOCATION FIELD OF STUDY DEGREE OR CERT.

DATE LOCATION

DO YOU HAVE A VALID COLORADO DRIVER'S LICENSE? _____

IF HIRED BY S.E.C.E.D., WHEN COULD YOU START WORK? _____

HAVE YOU EVER BEEN DENIED A SURETY BOND? _____

MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER? _____

I certify that the answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employer's decision. I understand that false or misleading information given may result in dismissal.

Signature of Applicant

_____ Date _____

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EMPLOYMENT HISTORY

Most Recent Employer _____

Supervisor's Name and Title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____

EMPLOYMENT HISTORY

Employer _____

Supervisor's Name and Title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____

EMPLOYMENT HISTORY

Employer _____

Supervisor's Name and Title _____

Address _____ Phone _____

Your Duties _____

Dates of Employment _____

Reason for leaving _____