MOBILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for promoting Broome Transit services and improving business and community relations and usage of public transportation. The incumbent is also responsible for managing the day-to-day operations of BC Junction. The work is performed under the supervision of the Director of Operations, with leeway allowed for exercise of independent judgment. Supervision is exercised over assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements a public information program to improve public awareness of the availability of transportation services for specialized populations;

Assists in the development and distribution of printed literature pertaining to services and programs available to enhance the mobility of the general public;

Monitors the day to day activities of the BC Junction;

Directs the work of the bus drivers while at the BC Junction;

Holds and releases buses while they are at BC Junction to insure adherence to schedules;

Supervises and schedules clerical staff at the BC Junction;

Assists the Director of Operations in the route bid process by analyzing rider ship statistics;

Reviews applications submitted for the Working Employed Parents Ride Cost-Free (WERC) program to determine eligibility;

Monitors program to insure that policies are maintained in accordance with state and federal regulations;

Dispenses bus passes to eligible participants in the WERC program and monitors participants to insure continued eligibility;

Provides direct outreach to area employers and coordinates shift schedules to increase access to public transportation;

Makes recommendations to the Director of Operations for future services based on data provided from employers, New York State Department of Labor and the Broome County Office of Employment and Training;

Assists the Director of Operations with the research,
    writing and preparation of grant proposals in order to
    secure departmental funding;
Operates a computer for the purpose of entering and
    updating information on various programs;
Inventories, orders and maintains products and supplies at
    the BC Junction;
Responsible for the reconciliation of cash transactions and
    bank deposits.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL
CHARACTERISTICS:**

Good knowledge of the geography of Broome County;
Good working knowledge of public transit planning and
    coordination strategies;
Good knowledge of methods of developing and distributing
    printed informational material;
Working knowledge of the Federal programs and monies
    available in the field of public transportation to
    provide services for targeted populations;
Working knowledge of the use of personal computers;
Working knowledge of laws and program regulations as they
    affect program eligibility;
Working knowledge of regulations and guidelines applicable
    to grant writing and proposals;
Ability to schedule, assign and supervise the work of
    others;
Ability to learn the Broome County Transit computer system;
Ability to communicate effectively, both orally and in
    writing;
Ability to analyze data, identify problems and potential
     solutions, develop and implement strategies, and
     evaluate outcomes;
Ability to read maps;
Ability to establish and maintain effective working
     relationships with all levels of staff, community
     representatives and customers;
Ability to speak before public groups;
Ability to articulate ideas and information effectively;
Ability to reconcile daily cash transactions and deposits;
Ability to be an innovative thinker;
Ability to exercise confidentiality;
Strong organizational skills and ability to handle multiple
     projects simultaneously;
Physical condition commensurate with the demands of the
     position.

MINIMUM QUALIFICATIONS:

A)   Graduation from a regionally accredited or New York
     State registered college or university with a
     Bachelor's Degree or higher in public administration,
     business administration, economics, transportation
     planning or closely related field.

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COMPETITIVE