

# Rural Central Iowa Mobility Coordinator

## Contract Position/No Benefits

**DESCRIPTION:** The Rural Central Iowa Mobility Coordinator will work with local public transit and planning agencies as well as human service agencies to coordinate transportation services to improve overall mobility for the general public, with an emphasis on the elderly, low-income persons, and/or persons with disabilities. This position will focus on the movement of people rather than vehicles to ensure choices for the consumer. This position is under the general supervision of the Heart of Iowa Regional Transit Agency (HIRTA).

### SCOPE OF WORK:

- Develop a system of outreach to low-income, socially isolated older and/or disabled adults and assist them in gaining access to needed transportation services.
- Assist public transit agencies and human service agencies in seven counties; Boone, Dallas, Jasper, Madison, Marion, Story and Warren, to coordinate services.
- Cultivate multi-agency partnerships that can reduce costs through efficient and effective transportation coordination.
- Research needs and demands of users, funding, regulatory process, and develop incentives for participation.
- Investigate the feasibility and eligibility requirements of volunteer driver programs and a one-call center for transportation.
- Develop a travel training program.
- Develop new ways to remove barriers for transportation to and from jobs and employment support services for individuals with disabilities in rural areas.
- Develop goals and objectives for sustainability and growth of the Mobility Coordinator program.
- Attend appropriate conferences, meetings, and trainings as required and appropriate to the position or as assigned by the HIRTA Executive Director.
- Develop an informational and outreach program for current transportation services and mobility options through, public speaking and media presentations, including development of outreach materials and a marketing plan.
- Identify and research corporate, foundation, and government sources of funding for matching funds and new or ongoing programs.
- Participate in Iowa Mobility Managers' Network and the local Transportation Advisory Group (TAG).
- Attend and provide monthly reports at the HIRTA Board of Directors meetings.
- Work in coordination with Urban Central Iowa Mobility Coordinator and Statewide Mobility Manager.
- Perform other related duties as assigned by the HIRTA Executive Director.

### DUTIES AND RESPONSIBILITIES **not to be included:**

- Prepare the Passenger Transportation Plan (PTP) and subsequent updates.
- Provide staff support to planning and advisory committees.
- Accurately record driver reports into dispatch software for billing and tracking purposes.
- Maintain records in RouteMatch software.

**QUALIFICATIONS:** Bachelor's degree in transportation, social services, business or related field. A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted. Excellent verbal and written communication skills. Ability to coordinate multiple projects simultaneously. Detail oriented. Computer skills. Possession of a valid driver's license and access to an insured vehicle for work-related travel.