

**CENTRAL INDIANA REGIONAL TRANSPORTATION AUTHORITY  
JOB DESCRIPTION**

**POSITION:            Mobility Manager**

**REPORTS TO:        Executive Director**

**RESPONSIBILITIES:**

The primary role of the Mobility Manager is to both enhance and promote regional mobility in the multi county CIRTAservice area. The incumbent is responsible for the coordination of existing transportation services within the region; planning for future public transportation needs, developing new regional transportation services; and promoting available transportation resources to the region's residents, businesses and organizations. The incumbent is also responsible for federal grant administration, from the point of initial application to close-out, and everything in between.

The Mobility Manager reports to the Executive Director. The Mobility Manager shall have the overall responsibility for recommending policy to the Executive Director and, where appropriate, the Board, and upon Board authorization, shall effectively implement those policies.

**Duties include:**

- Develop and administer new programs to support coordinated transportation, including, but not limited to, the recommendations of the Central Indiana Regional Rural and On-Demand Transportation Study and the local Coordinated Human Services Plan.
- Grant management, including but not limited to, grant application, compliance, and reporting
- Contract management, including, but not limited to, management of procurement process and compliance monitoring
- Program management of existing and future CIRTAservice, including but not limited to:
  - South Plainfield Connector
  - North Plainfield Connector
  - Whitestown Connector
- Program management of County Connect, including, but not limited to:
  - Facilitate regular meetings of public transportation providers in the CIRTAservice area, in order to develop collaborative strategies to improve regional mobility
  - Maintain the County Connect website ([www.327RIDE.net](http://www.327RIDE.net))
- Assure that all local, state, and federal policies, rules, and regulations are properly implemented and followed during the provision of CIRTAservice
- Institute and maintain a performance monitoring system sufficient to provide statistics necessary to make quarterly assessments of all services provided
- Determine and assess service delivery areas, provider utilization, and geographical assignments in coordination with local and state transportation plans
- Research, pursue and secure funding for projects beyond their initial grant period
  - Coordinate the engagement of municipalities, agencies and private sector entities.
- Deliver monthly reports to the CIRTAservice Board of all activities related to the position

The availability of this position is contingent upon continued revenue from grants and other sources and employment in this position is at-will. CIRTAservice is an equal opportunity employer.

- Respond to questions and inquiries from Board members and from the community in a timely fashion
- Other duties as assigned

**REQUIREMENTS:**

- Four-year college degree in planning, public administration, business, or non-profit management, or equivalent work experience
- 2 or more years of project management experience

**Preferred:**

- 2 or more years of transit planning experience preferred

**Essential Skills:**

- Grant writing, fundraising
- Administration of federal grants
- Comfortable and adept at making presentations to small and large audiences, and communicating with people of varied backgrounds; including, elected officials, community and business leaders.
- Organized, punctual and a self-starter who can work with minimal supervision
- Analytical skills to provide solutions/recommendations
- Track record of successes and overcoming obstacles
- Articulate, persistent, performance driven, results oriented, and a sense of humor
- Work well in a team environment

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