Position Title: Mobility Coordinator/Transportation Planner

Reports to: Community Services Manager  
Department: Health & Community Services

FLSA Status: Nonexempt  
Date: October, 2011

Positions Supervised: None

BASIC FUNCTION: This is a grant-funded position, focused on completing the work identified in the San Juan County Human Services Transportation Plan of 2010. This work includes implementing a taxi voucher program for low-income human services target populations; identifying unmet transportation needs and developing transportation solutions; exploring the feasibility of public transportation projects; identifying and maximizing the use of mobility resources for handicapped and disabled, coordinating and supporting transportation and ride sharing with volunteer programs and with senior services vehicles. Incumbent will assist in planning for future funding efforts and development, such as preparing grant applications. Work days and possibly evening or weekend meetings will be required on three major ferry-served islands to identify diversity and similarities.

MINIMUM QUALIFICATIONS: Associate or higher college degree with a focus on transportation issues and planning or another field directly related to these job responsibilities, or any combination of education and experience which provides the applicant with the skills, knowledge and abilities to perform the essential job functions, including verifiable experience forming community coalitions and activating established goals, and demonstrated ability to build relationships with community partners, coordinate services for individuals with special needs, link community resources and support innovative and possibly unorthodox transportation solutions.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Coordinate efforts to enhance the availability and access to transportation services in San Juan County, primarily the integration and coordination of services for individuals with disabilities, older adults and low-income.

*2. Facilitate and provide liaison with County transportation providers, human services and community based organizations as well as employers and consumer groups to maximize available transportation resources to meet regional transportation needs.
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3. Explore, or cause to be explored, feasibility of affiliation with RTPO or transit authority in San Juan County and integration with mainland transportation systems and resources.

4. Develop and publicize a marketable transportation program theme and scheme that will be easily accessed and credible to target populations, while recognized by riders/users in general. Implement the marketing and educational strategies to support the transportation program. Establish a monitoring process to assess the effectiveness of the program, using rider statistics and surveys. Access and blend efforts of SJCRide, Lopez Ride Share/Ticket Exchange and other on-line connections.

5. Develop and publish, via county website, cross-system connections between various modes of transportation (such as ferries, buses, trains, and vehicle usage to maximize quantity and quality of services provided. Keep the connections current through monthly updates.

6. Prepare grant applications and funding requests to ensure future viability of the transportation program.

7. Develop the taxi voucher program for recipients of vouchers under the transportation plan. Procedures will include eligibility criteria and use guidelines, Negotiate fare and service agreements with local taxi service providers Monitor and track program usage and make recommendations to the Senior Services Council for program improvements.

8. Meet with users of the services to assess effectiveness and to improve offerings. Write to government entities with requests for schedule and service improvements that will enhance the transportation cross-connections.

9. Assure transportation program compliance with the San Juan County Title VI Nondiscrimination Plan.

10. Act within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

11. Other tasks as assigned by the Community Services Manager or the HC&S Director.

PHYSICAL AND MENTAL REQUIREMENTS: Requires visual ability to read and write instructions, directions and to assess client abilities and situations. Requires the ability to understand and make oneself understood verbally. Requires ability to drive a motor vehicle to program sites or private homes and access community meetings and facilities. Requires dexterity to operate and train use of assistive devices such as lifts and ramps. May require frequent sustained computer use and ability to use eye, hand and finger coordination.

<table>
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<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
<th></th>
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<tbody>
<tr>
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<td>Vehicle</td>
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</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>Daily</td>
<td>x</td>
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</tbody>
</table>

WORKING CONDITIONS: Work is performed primarily in an office setting. Field visits are required to program providers and occasional home settings.