**Volunteer Transportation Center, Inc.**

**Title:** Mobility Manager of Oswego County

**Supervisor:** Regional Mobility Manager

**Position Summary:** The mobility manager serves the general public through conceptualization, planning, developing and operating programs that respond to and influence the demands of the market. These actions and supportive strategies are performed directly or in collaboration with others in order to provide a full range of travel options that are more effective in meeting needs and more efficient through reasonable pricing and routes. This position is responsible to improve business and community support for the Oswego County Public Transit. It will require the development and distribution of information that explains how to utilize the available resources in meeting the diverse travel needs of Oswego County.

**Qualifications:** Must have valid and clean driver’s license and successfully pass background check. Has excellent interpersonal, verbal and written communication skills. Is skilled with computers and computer applications. Gives great attention to detail, and has excellent organizational skills. Has the ability to work independently as well as in a team environment. Must be a quick learner and adaptable to change.

*General Responsibilities:*

* Develops and directs the design, production and distribution of specific marketing materials directed at employers, employees, human service agencies and other entities;
* Serves as the liaison/ salesperson to community leaders in an effort to demonstrate how transportation enhances economic development;
* Provides direct outreach to area employers and employment agencies to gain support for employer and employee transit programs;
* Attends annual conference on issues relating to transportation;
* Develops potential for future expansion of transit options across Oswego County
* Plans and coordinates special promotional events and activities related to general public transportation;
* Makes public presentations on the benefits of mobility management for the community;
* Builds supportive community networks;
* Leads in the design of operational functions that are nontraditional in service delivery;
* Is familiar with technological advances that increase travel options and/or convenience;
* Gathers and analyzes data to evaluate intermodal transportation service options for persons with disabilities, the elderly and others who are transportation disadvantaged to design the most efficient and cost effective option possible;
* Develops strategies for seeking other funding sources and to leverage existing funding with non-FTA federal programs.
* And other duties as assigned by Regional Mobility Manager.