POSITION DESCRIPTION

The Mobility Manager/Coordinator/Navigator works collaboratively with public transit providers, planning organizations, human service agencies, healthcare providers, local governments, employers, and community organizations to improve transportation options throughout the region.

Mobility Management focuses on the movement of people rather than vehicles, helping individuals identify and access transportation options that support independence, employment, healthcare, education, and quality of life. This position places a strong emphasis on serving older adults, individuals with disabilities, low-income populations, veterans, and others experiencing transportation barriers.

Success in this position depends on building relationships, facilitating partnerships, identifying community needs, and developing innovative transportation solutions that strengthen regional mobility.

This position is administered by the Oklahoma Department of Transportation (ODOT) and operates under the general supervision of the CORTPO Regional Transportation Planning Organization.

SCOPE OF WORK

The Mobility Manager serves as a regional connector, bringing together transportation providers, community organizations, and public agencies to improve transportation coordination and mobility options throughout the service area.

Community Outreach & Mobility Assistance

- Develop outreach strategies to connect individuals with available transportation resources.
- Assist older adults, individuals with disabilities, and other underserved populations in identifying transportation options that meet their needs.
- Educate community members and partner organizations on available mobility services.
- Develop presentations, informational materials, and outreach campaigns that increase awareness of transportation resources.

Partnership Development

- Build and maintain collaborative relationships with transit agencies, healthcare organizations, nonprofits, workforce agencies, educational institutions, local governments, tribal partners, and community organizations.
- Facilitate regional coordination efforts that improve transportation access and reduce duplication of services.
- Organize and facilitate county and regional mobility meetings.
- Promote innovative partnerships that improve transportation access while maximizing available resources.

Planning & Program Development

- Assess regional transportation needs and identify mobility gaps.
- Support development and implementation of Coordinated Human Services Transportation Plans and related initiatives.
- Research emerging mobility solutions and best practices.
- Assist in developing new transportation programs that address identified community needs.
- Support long-term planning for sustainability and program growth.

Funding & Resource Development

- Identify grant opportunities and funding resources that strengthen transportation services.
- Support development of partnerships that leverage local, state, federal, and private funding.
- Assist with program reporting, documentation, and evaluation activities.

Professional Development

- Participate in Oklahoma's statewide Mobility Managers Network.
- Attend meetings, conferences, training, and professional development opportunities as appropriate.
- Remain informed on transportation trends, mobility innovations, and applicable federal and state guidance.

Service Area

Provide Mobility Management services throughout the following counties:

- Hughes
- Lincoln
- Logan
- Okfuskee
- Pawnee
- Payne
- Pottawatomie
- Seminole

Frequent travel throughout the assigned service area is expected. Occasional overnight travel within Oklahoma and limited out-of-state travel for conferences or training may be required.

LANGUAGE & COMMUNICATION SKILLS

Excellent verbal and written communication skills.

Ability to:

- Build positive working relationships with diverse individuals and organizations.
- Facilitate meetings and collaborative discussions.
- Deliver presentations to community groups, partner organizations, elected officials, and the public.
- Prepare reports, correspondence, and outreach materials.
- Communicate complex information in an understandable manner.

ANALYTICAL & PROBLEM-SOLVING SKILLS

Ability to:

- Analyze community needs and identify transportation barriers.
- Gather and organize information from multiple sources.
- Develop practical solutions through collaboration and creative problem-solving.
- Prioritize multiple projects while working independently.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of or willingness to learn:

- Rural and community transportation systems.
- Human service programs and community resources.
- Transportation coordination principles.
- Americans with Disabilities Act (ADA) requirements related to transportation.
- Regional geography within the assigned service area.

Ability to:

- Build collaborative partnerships.
- Coordinate multiple projects simultaneously.
- Maintain accurate records and prepare reports.
- Use Microsoft Office and other common business software.
- Learn new technologies and data systems as needed.
- Work independently while contributing to statewide Mobility Management initiatives.

Experience with GIS or mapping software is beneficial but not required.

CORE COMPETENCIES

Successful candidates will demonstrate:

- Strong relationship-building skills
- Initiative and self-direction
- Collaboration and teamwork
- Excellent communication
- Organization and time management
- Adaptability
- Problem-solving
- Public speaking and facilitation
- Professionalism and integrity
- Commitment to improving mobility and community access

EDUCATION & EXPERIENCE

Required:

- High school diploma or GED.

Preferred:

- Bachelor's degree in public administration, Community Development, Social Work, Human Services, Planning, Communications, Transportation, or a related field.

Equivalent combinations of education, training, volunteer leadership, and professional experience demonstrating the knowledge, skills, and abilities necessary to perform the position will be considered.

Experience in one or more of the following is beneficial:

- Community outreach
- Human services
- Transportation
- Nonprofit organizations
- Healthcare
- Workforce development
- Local government
- Planning
- Grant administration
- Partnership development

Transportation experience is helpful but not required. Candidates with strong communication, facilitation, and community engagement experience are encouraged to apply.

SPECIAL REQUIREMENTS

- Valid Oklahoma driver's license.
- Reliable personal transportation for regional travel.
- Ability to travel throughout the assigned service area.

PHYSICAL REQUIREMENTS

Work is performed in office, community, and field settings.

The position requires:

- Frequent travel throughout the region.
- Extended periods of sitting, computer use, and attending meetings.
- Occasional standing, walking, bending, reaching, and lifting materials weighing up to 10 pounds.
- Attendance at community events, meetings, and outreach activities in a variety of environments.

SELECTION PROCESS

Selection may include review of qualifications, application materials, interviews, reference checks, criminal background screening, and other job-related selection procedures.