



REGIONAL SERVICES • COMMUNITY FOCUSED

Southern Georgia Regional Commission seeks Regional Transit/Mobility Coordinator. Responsible for planning and coordinating Transportation Program serving Dept. of Human Services clients in 18-county region. Position will also work to support and implement rural, urban and regional public transit programs. Degree with a background in social/transit services is preferred. Full-time position with excellent benefits. Salary DOE/Q. Valid driver's license, MVR, background check and drug test required. [www.sgrc.us](http://www.sgrc.us). Send resume to SGRC, 327 W Savannah Ave., Valdosta, GA 31601 or [chull@sgrc.us](mailto:chull@sgrc.us). Position open until filled. EOE M/F/V/A 60+

**JOB TITLE:** Coordinated Transit/Mobility Coordinator

**DEPARTMENT:** Transportation and Environment

**JOB SUMMARY:** This position is responsible for planning and coordinating the agency's Coordinated Human Services Transportation Program and working with local governments to support local and regional public transit programs. The SGRC is a regional planning and intergovernmental coordination agency providing services in transportation, environmental, and local community planning; workforce training; aging services; GIS mapping; IT support services; small business loans; and community and economic development.

**MAJOR DUTIES:**

- Reviews the performance of transportation service providers within the region; conducts on-site monitoring visits and desk reviews to determine compliance with contract, appropriate laws, and regulations; directs corrective actions.
- Completes program evaluations and surveys to determine customer satisfaction
- Meets with providers to review and evaluate operations and identify issues and trends; prepares written reports of findings.
- Work with local transit agencies to promote and implement public transit programs throughout the region including transit in the City of Valdosta, rural county-operated transit programs, and human service transit programs. Completes planning requirements under contract with the Georgia Department of Transportation.
- Oversees the development and administration of contracts for transportation services within the region; writes contracts to provide transportation services; conducts contract

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negotiations to obtain favorable terms or to resolve problems or issues; develops and distributes contracts for approval and signatures; recommends contract modifications and termination of contracts based on performance evaluations.

- Oversees payments to service providers; reviews monthly invoices and expenditure reports submitted by service providers to ensure accurate and timely payments; identifies and resolves problems and errors prior to submittal to accounts payable personnel; compares expenditures to budget and takes appropriate action.
- Works with state agencies and local governments to support existing county operated rural public transit programs and works to find financially viable options for implementation of a regional public transit system.
- Coordinates and establishes relationships with employees of state agencies, local governmental personnel, service provider staff, co-workers, and others.
- Attends local collaborative meetings within the region; communicates regularly with state, regional and local staff about transportation issues.
- Makes presentations to customers, local elected officials, legislators, and members of the general public.
- Establishes and maintains the transportation database and filing system.
- Performs other duties in the Transportation/Environment Department and other SGRC programs as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of Department of Human Services contract requirements.
- Knowledge of SGRC programs, policies, and procedures.
- Knowledge of relevant state and federal laws and agency rules and regulations as applied to transportation services.
- Knowledge of the practices and principles of DHS, Georgia Department of Transportation and Federal Transit Administration services, program design and administration.
- Skill in organizing and coordinating programs and services.
- Skill in performing mathematical calculations.

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- Skill in operating office equipment such as a computer and calculator.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Transportation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the DHS Transportation Manual, relevant contracts, and SGRC policies and procedures. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied duties in planning, coordination, and administration. The volume of work contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this assignment is to manage the Transportation Program and assist with other transportation planning activities. Successful performance ensures the provision of appropriate transportation services and programs within the region and compliance with applicable laws and regulations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, service providers, clients, representatives of state and federal agencies, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, and motivate or influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.

**WORK ENVIRONMENT:** The work is typically performed in an office. Some work will involve limited travel for site visits and monitoring of contractors.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study (planning, project management, business, etc.) related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the

position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to pass a drug screening and background check.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_