

# NORTHEAST FLORIDA REGIONAL COUNCIL POSITION DESCRIPTION

**Position:** Transportation Disadvantaged Coordinator

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## **Responsibilities**

Primary responsibility will be the management of the Transportation Disadvantaged (TD) program, along with other general transportation planning initiatives including state and federal grants, while providing technical support for our Region's seven counties and their municipalities.

## **Duties**

### 1. Transportation Disadvantaged:

- Preparation of annual planning grant applications;
- Grant/contract monitoring;
- Prepare meeting materials, i.e., agenda, member list, etc., for mailout;
- Coordinate, attend and facilitate LCB meetings, preparing meeting minutes, and other documents required by the TD Commission for reporting purposes for each meeting;
- Completion of a five-year competitive procurement process for Community Transportation Coordinators (CTCs), if required, in the seven (7) counties served by the Council's TD program;
- Management and administration of TD program-related grants and projects;
- Identification of members for appointment to, and staffing of, seven (7) TD Local Coordinating Boards (LCBs) and associated committees;
- Preparation and delivery of public presentations regarding duties, activities, and responsibilities related to the TD program;
- Preparation of Transportation Disadvantaged Service Plans;
- Preparation of annual evaluations of paratransit operations performed by the Community Transportation Coordinators (CTCs) in the counties served;
- Preparation of Annual Expenditure Reports for the TD programs;
- Provision of other technical assistance to the Region's CTC's and the program's partner agencies regarding TD program activities including, but not limited, to rate adjustments/studies, legislative advocacy, and media relations;
- Attend TD conferences for education and increased knowledge of the program;
- Maintains the Council's TD webpage; and
- Participation in the Regional Transit Working Group.

### 2. Other Duties as assigned.

## **Knowledge, Skills & Abilities**

- Ability to manage grants.
- Project and time management skills.
- Ability to make group presentations.
- Attention to detail.
- Ability to proof own work.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan and organize own work.
- Ability to use appropriate computer applications.
- Ability to lift 20 pounds.

## **Education/Experience**

- A combination of education and experience in grant management is required: Associate degree w/ 2 years of grant management.
- Must have a valid driver's license or be able to secure one at time of employment.