



CENTRAL COUNTY TRANSPORTATION AUTHORITY
invites applications for the position of:

Projects Coordinator (B22)

SALARY: \$33,949.00 - \$45,604.00 Annually

OPENING DATE: 01/31/18

CLOSING DATE: 02/13/18 11:59 PM

DESCRIPTION/DISTINGUISHING FEATURES:

Incumbent is responsible for coordinating the Rideshare program and providing assistance to the Transportation Director by performing a variety of support activities involving special transportation projects (i.e. NTD Ridership Survey, Triennial Review, public outreach, external relations, marketing, governing boards) including the Job Access Reverse Commute (JARC)/ New Freedom Program (KC Metro), ADA Demand/ Response Service for individuals with disabilities (Metro Van), and work with riders with special needs to assist them with access and training to use the fixed route system. Duties will include: collecting, organizing, analyzing, maintaining and presenting information related to the special programs and activities; performing verification and validation review of data; preparing and maintaining written records and computer databases and web pages; preparing graphs and reports; training riders who need extra assistance in accessing and/or using the fixed route system; and attending various meetings and exchanging selected information with various employees, the organization and the public.

EXAMPLES OF DUTIES:

- Coordinate Rideshare Program to include public outreach, website updates, and specialized software;
- Collects, organizes, inputs and maintains data;
- Participates in programs and meetings related to special projects in order to gather input and distribute information;
- Participates in program development, implementation, testing and analysis of special projects and new programs to measure success;
- Prepares various maps, graphs, tables, and presentation data;
- Provides information related to special projects to other City Departments and Divisions, citizens, consultants, and other organizations;
- Prepares program documentation procedures and policies as directed and required, and oversee day-to-day activities as necessary;
- Trains riders who need extra assistance in accessing and/ or using the fixed route system;
- Prepares presentations and conducts training in one-to-one or one-to-many environments;
- Conducts hands-on training in actual public transit service (bus riding).

ESSENTIAL QUALIFICATIONS:

Knowledge of (position requirements at entry):

- Data research, compilation and reporting techniques for presentations and reporting;
- Graphic design and layout;
- Demographics of the metropolitan area;
- Finance;

- Microsoft Excel.

Skill in (position requirements at entry):

- Typing;
- Providing public relations;
- Organizing projects;
- Using computers and software applications;
- Presenting information and material to the public;
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ACCEPTABLE TRAINING AND EXPERIENCE:

Bachelor's Degree in Marketing, Business, Social Work, Finance, or related field, one year of marketing, three years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Working knowledge of sign language desirable in some positions

APPLICATIONS MAY BE FILED ONLINE AT:

<http://kmetro.com>

530 North Rose Street
Kalamazoo, MI 49007
269-337-8446

Position #18-00008
PROJECTS COORDINATOR (B22)
JD
