

# MID-MINNESOTA DEVELOPMENT COMMISSION REGIONAL TRANSPORTATION COORDINATOR

**Job Title:** Regional Transportation Coordinator

**Work Hours:** Full-Time

**Reports To:** Executive Director

## Overview

The Mid-Minnesota Development Commission (MMDC), located in Willmar, MN, is a public agency that works for local governments and regional partners to provide planning tools and technical assistance to enhance our Region. The MMDC is governed by a board of locally elected officials and special interest representatives from within our service area of Kandiyohi, McLeod, Meeker, and Renville Counties. This grant funded position also serves under the direction of the Mid-Minnesota Regional Transportation Coordination Council (MMRTCC) Subcommittee. Through the MMRTCC this position may also coordinate services with neighboring counties and key transportation stakeholders.

## Job Description

Performs non-supervisory work to provide professional planning services to assist the work plan operations of the Mid-Minnesota Regional Transportation Coordination Council. Works with a variety of governmental bodies, public and private transportation providers, organizations utilizing client transportation services, healthcare organizations, other service organizations and citizens relying upon transportation services. The primary role of the Regional Transportation Coordinator is to implement the MMRTCC's mission statement, goals and objectives, and work plan. The position occasionally works beyond normal work hours to attend early and/or late meetings.

## Organizational Relationships

Reports to: MMDC Executive Director

Communicates with: Internally - Other departmental staff, administrative staff; MMRTCC Subcommittee members and MMRTCC Advisory Committee members. Externally - City/county elected and appointed officials; state government department staff, local government staff, other state agencies and legislators, public and private agencies and organizations working with and/or utilizing transportation services and area residents; MnDOT; MCOTA; and other key transportation stakeholders.

Supervises: None

## ESSENTIAL FUNCTIONS (Illustrative only, other duties may be assigned)

Participates in MMRTCC Day-to-Day Operational Activities:

- Serves as a representative of the MMRTCC and the MMDC for the assigned region;
- Assesses current transportation services and transportation gaps found in the region through meetings, correspondence, route mapping, and other means. Maintains and updates a comprehensive transportation stakeholder database;
- Collects and organizes data so it can be manipulated to maintain relevance – this may include training for statewide uniformity;
- Gathers data regarding all current transportation modalities available, including names and contact information, hours of operation, ADA compliance, vehicle information, location, cost of rides, route information, etc.;
- Assesses transportation service needs of local businesses and commuters;
- Informs MMRTCC of transportation-related legislation;
- Acts as liaison between public and private transportation services;
- Assists individual service providers with the development and implementation of appropriate services and programs. Helps with the development and implementation of coordinated joint programs;

- Evaluates users/user services on annual basis;
- Brings creative skills to develop/organize marketing campaigns, events, meetings, themes, communications, posters, emails, website and mailings;
- Establishes and manages MMRTCC databases and fulfills administrative functions associated with the position including regular reporting. Works with MCOTA for data implementation/integration;
- Identifies and resolves regional transportation issues and concerns, with support from the Regional Transportation Lead and other staff;
- Assists with oversight and management of project documentation and coordinates documentation revisions and distributions;
- Prepares project progress/status reports for MMRTCC project delivery, client and management;
- Assists with the creation and implementation of various plans such as public meeting plans, website and media plans, limited English proficiency plans; and
- Assists with the creation and upkeep of a MMRTCC user-friendly webpage.

Participates in MMRTCC Client Relations:

- Assists with the preparation and administration of service contracts;
- Independently manages routine and smaller projects for the MMRTCC;
- Attends and facilitates numerous meetings for the MMRTCC;
- Plans and delivers public presentations regarding the MMRTCC and its projects, including educational/information seminars, organization presentations, small group presentations, and one-on-one meetings;
- Provides customer service to individuals, businesses, and organizations seeking information about transportation options through phone calls, emails, newsletter publications, and other means. Connects persons and organizations with transportation resources and provide solutions that work for their needs;
- Meets with other RTCCs, either as a group or on a one-to-one basis to discuss common issues, projects and incentives;
- Completes grants/special reports/studies for MMRTCC and clients;
- Manages specific projects under the supervision of the MMDC executive director and reports findings and recommendations;
- Occasionally prepares grant reports for funding agencies. Writes or assists in the writing of project proposals and reports;
- Conducts research and prepares decision-making information on topics related to the MMRTCC;
- Conducts research and prepares information on topics requested by individual clients of the MMRTCC; and
- Conducts specialized research by studying state statutes and regulations; reviews various planning literature; and compiles/analyzes census and other survey data.

Performs a Variety of Administrative Tasks:

- Drafts correspondence including press releases and public meeting notices;
- Attends staff and other meetings;
- Receives/responds to telephone calls and emails;
- Prepares information on projects and issues for annual reports, and newsletters;
- Assists with meeting scheduling and preparing minutes for the MMRTCC Subcommittee and MMRTCC Advisory Council; and
- Assists with the creation, implementation and maintenance of a system for tracking and monitoring progress.

Other Duties and Responsibilities:

- Reads and edits documents prepared by other MMDC staff members;

- Scans media sources to stay current on state, federal, and local transportation initiatives and topics;
- Performs other related duties as assigned or apparent; and
- Attends MMDC Board meetings, MMRTCC Subcommittee meetings, MMRTCC Advisory Committee meetings and other functions such as staff meetings, retreats, training sessions, etc.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Ability to provide excellent customer service, communications, marketing and project management skills;
- Have attributes of an ideal team player and a can-do attitude;
- Have a strong sense of independent responsibility for the projects you are working on;
- Possess knowledge of the structure and function of state and local units of government; and
- Be skilled in the use of software programs (especially Microsoft Office Suite);
- Have research skills, including the use of statistical methods, and preparing reports/studies;
- Be able to create attractive and easy to understand tables, graphs and figures;
- Have the ability to speak to diverse groups in diverse situations to present concepts and practical information in a clear, concise, and understandable manner;
- Be able to identify and resolve problems in a timely manner, develop alternative solutions, and use reason, even when dealing with sensitive topics;
- Have the ability to establish and manage project schedules;
- Be able to facilitate committee meetings, public meetings and hearings;
- Have the ability to establish and maintain working relationships with a variety of groups and individuals;
- Be able to analyze written, verbal, numerical and graphic information and incorporate into documents. Strong editing skills are essential;
- Be able to organize documents and write in a clear and understandable manner;
- Have the ability to multi-task and balance multiple projects at once;
- Have the ability to set and achieve challenging goals and demonstrate persistence when overcoming obstacles;
- Have a strong familiarity or background with local transit systems, client-based transportation services and/or carpooling or vanpool is helpful; and
- Machines, tools, and equipment used: Computer and peripheral equipment, software applications, calculator, phone, and other typical office equipment, company and/or personal vehicle.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Transportation, City or Regional Planning, Urban Planning, Public Administration, Communications, Marketing or similar degree. Valid Minnesota driver's license or ability to obtain within employer-specified time-frame.

### **Preferred Qualifications**

Master's Degree in one of the above programs, or a related program, and/or having specific experience and education in transportation planning research/analysis and or public transit planning and management or a similar topic.