



Perry County Job and Family Services

EXTERNAL POSTING Mobility Solution Specialist I

Classification: Fiscal Officer
Location: Regional Mobility Office
PCN: 10524
Post Begin: September 6, 2023

Working Title: Mobility Solution Specialist I
Usual Hours of Work: 8AM – 4:30PM
Starting Rate: \$21.95
Post End: Until Filled

Applications are available online at [Human Resources - Perry County Job and Family Services \(perryjfs.org\)](http://HumanResources-PerryCountyJobandFamilyServices.perryjfs.org)
Submit completed Application, Resume, and 3 Professional References,
via email: PerryHR@jfs.ohio.gov

Job Duties:

The Mobility Solution Specialist is a full time, grant funded position, with medical benefits. This is a new position that reports to the Perry County Mobility Manager and will assist with Perry County Mobility Operations and with the Region 8 Mobility Solution Center.

- Reports to the Perry County Mobility Manager
- Serves as mobility solutions specialist for all forms of mobility
- Identifies Mobility barriers and works to resolve/remove
- Assists in operation of Region 8 Mobility Solution Center
- Research, Develop and maintain Data Base on mobility resources across Ohio
- Coordinate and solution mobility needs for the public
- Research and coordinate resources of multiple agencies
- Identify funding sources and maintain eligibility details
- Complete operations of the region 8 call center
- Communicate in writing and verbally with various stakeholders via email, phone, TEAMS etc. Utilize all forms of technology and social media as assigned by Mobility Manager
- Assist with communicating agency's vision
- Utilize Microsoft office, windows, excel, TEAMS, ppt, Outlook email, outlook calendaring and computer programs to support agency needs
- Provide support to the Mobility Manager and Public Information Specialist
- Adhere to Federal, State, Local, ODOT, FTA governmental regulations, policies, laws, etc. Perform general clerical duties
- Collect, analysis and evaluate information
- Prepare materials, organize, and facilitate meetings
- Aid in the development and implementation of programming and special projects
- Utilize all forms of media to improve the quality of life through mobility solutions
- Utilize technology to improve the quality of life through mobility solutions
- Assist with maintaining Regional Mobility Website
- Secure required ODOT, FTA and other certifications or trainings

Director, Cheryl Boley

5250 State Route 37 East • P.O. Box 311 New Lexington, Ohio 43764 ♦ Phone:(740) 342-3551 • Fax:(740) 342-5491
www.perryjfs.org



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- Act as liaison between agencies, community partners and the public
- At the direction of the Mobility Manager
 - Assist with Coordinated Public Transit Plan (Regional Plan)
 - Research, develop and submit Grant applications to secure continued funding
 - Identify Mobility needs for all populations
 - Match aged, disabled and low-income populations with Mobility Resources
 - Identify and implement strategies for meeting transportation needs
 - Cultivate community support and recognition of transportation resources
- Coordinate and assist in elimination of service (trip) duplication
- Develop a system of outreach to low-income, socially isolated, Aged and/or disabled
- Assist vulnerable populations with gaining access to mobility services
- Remove mobility barriers to employment, medical appointments, employment, recreation
- Attend conferences, meetings, and trainings as required and appropriate
- Analysis, track and report on Mobility data
- Coordinate and advance multiple projects simultaneously
- Excellent communication skills to included public speaking
- Operation of computer and various computer programs
- Operation of office equipment
- Fleet Maintenance. Schedule, document and maintain records
- Document and respond to disabled vehicles, incident/accidents
- Other duties as assigned
- Performs, coordinates, monitors and manages a variety of fiscal management and control duties
- Assists other fiscal personnel with fiscal control tasks
- Authorizes purchases, expenditures and payments
- Monitors allocations and appropriations
- Prepares bids and vouchers.
- Ensures operation compliance with applicable agency, state and/or federal regulations
- Assists with budget preparation and budget and cash forecasts
- Monitors accounts payable/receivable and invoicing as assigned

All Staff Must:

- Possess and maintain a valid driver's license
- Successfully pass BCI/FBI background check and necessary drug & alcohol screening
- Comply with all safety and operational rules for motor vehicles as required by ODOT, the State of Ohio and Perry County's Handbook (CORS)

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Minimum Qualifications

- Completion of undergraduate core program in journalism, marketing, communications, business administration, public administration, psychology, sociology, social work, or education.
- **Or**
- One course or six months experience in each of the following: public speaking, speech or oral communication; news writing and reporting; reporting public affairs; photojournalism; graphics of communication; law of press, radio and television; factual writing; editing; reporting television news; reporting radio news; and English composition and grammar or written communication.
- **Or**
- Two years' experience in writing informational articles and/or media releases, and responding to inquiries and/or complaints in-person, by telephone and/or in writing with a variety of persons (e.g., news media; customers; business or governmental officials/representatives) on behalf of employer or otherwise to promote the image of employing agency or to promote outreach activities.
- **Or**
- Education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position may require travel to include overnight stay. May require lifting of up to 50 pounds. May be exposed to or work in various weather conditions.