



# SCIRP&DC

**South Central Illinois Regional Planning & Development Commission**

120 South Delmar Avenue / Suite A - Salem, Illinois 62881-2006

Serving Clay, Effingham, Fayette, Jasper and Marion Counties

**Administration**

**Fred Walker**  
Executive Director

<b>SCIRP&amp;DC Position Description:</b>	<b>HSTP Coordinator-Mobility Manager</b>
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In accordance with the Commission’s Personnel Policies, the HSTP Coordinator-Mobility Manager is a permanent salaried position with SCIRP&DC that is not exempt from the payment of overtime benefits under federal fair labor standards. The best qualified candidate will be selected by the Executive Director.

**Funding Source(s):**

Ongoing financial support for the position of HSTP Coordinator-Mobility Manager has historically been supported solely via a three-year contractual agreement by and between the Commission and the Department of Public and Intermodal Transportation within the Illinois Department of Transportation (IDOT) through March of 2013. There are two (2) authorized HSTP Coordinator positions on the Commission’s staff roster that have been in continuous existence since 2007. Therefore, 100% of the HSTP Coordinator-Mobility Manager’s salary and fringe benefits shall be directly charged to the HSTP Coordination contract with IDOT for the provision of services to the 39 southernmost counties in Illinois.

**Duties & Responsibilities:**

As advocates and facilitators, the Commission’s HSTP Coordinator-Mobility Managers bring together key community leaders, transportation service providers, planning organizations, and other stakeholder organizations within the 39-county rural area. They build regional “partnerships” that will serve as the basis for the future “coordination” of essential public transit services. They do this with an overall goal to improve business and community support for the regions’ transportation organizations. It will require the development and distribution of information that explains how to utilize the available resources in meeting diverse travel needs.

The HSTP Coordinator-Mobility Managers also serve the general public through conceptualization, planning, developing and operating programs that respond to and influence the demands of the market. These actions and supportive strategies are performed directly, or in collaboration with, others to provide a full range of travel options that are more effective in meeting needs and more efficient through reasonable pricing.

Under the periodic supervision of the Executive Director, the HSTP Coordinators-Mobility Managers work closely with transit stakeholders and are responsible for the following duties, along with other tasks that arise:

**General HSTP Coordination Duties:**

- represent the regional organization at public transit related events to foster good public relations and understanding of the commission’s functions and programs;
- spearhead efforts to organize and maintain three active participating Human Services Transportation Committees (*HSTC*) within Substate Regions 9, 10 and 11, with quarterly meetings to foster area-wide transit planning, programming and coordination between service providers and other parties;
- cultivate direct working relationships, partnerships and coordination with local service providers, local elected officials, and public entities such as Transportation Partnership Groups (*TPG*), the Rural Transit Assistance Center (*RTAC*), the Rural Medical Transportation Network (*RMTN*) and the Division of Public and Intermodal Transportation (*DPIT*) situated within the Illinois Department of Transportation (*IDOT*); and
- involve, survey, or communicate with other transportation stakeholder representatives about the transportation needs from entities such as human service agencies, local governments, chambers of

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## **SCIRP&DC Position Description: HSTP Coordinator-Mobility Manager (cont'd)**

commerce, regional agencies on aging organizations, community colleges, rural health departments, local workforce investment boards, and the general public.

### **Planning Duties & Responsibilities:**

- spearhead the periodic updating and maintenance of an acceptable, locally-developed, well coordinated "Human Service Transportation Plan" for Substate Regions 9, 10 and 11 respectively to maintain their eligibility for the continued receipt of Section 5310, Section 5316 and Section 5317 federal funding as required by federal transportation act of SAFETEA-LU; and
- identify service needs and gaps from a regional perspective, and recommend strategies to encourage the most effective use of available transportation services.

### **Mobility Management Responsibilities:**

- the HSTP Coordinator-Mobility Manager(s) shall periodically be directly engaged in the provision of staff "technical assistance" or oversee the provision of such assistance by other professional staff members to member local governments, development groups, civic organizations and the region's general public to help address public transit issues and problems;
- common examples of *technical assistance* may simply include a discussion of the available and appropriate state or federal public sector transit programs that might be suitable for use in concert with local or regional funding in addressing local problems or issues;
- develop and distribute materials, such as maps, reports, and newsletters, and marketing materials directed at employers, employees, human service agencies, etc., and organize events and activities and/or give presentations about mobility and transportation targeting these groups;
- be an advocate for and assist local entities with the development of funding resources for prioritized transit and/or mobility projects through grants and other sources (e.g., *public/private partnerships*);
- Serve as a liaison to community leaders, area employers and employment agencies to demonstrate how public transportation enhances economic development and gain support for employee transit programs;
- research and communicate best practices to the Human Service Transportation Committees (*HSTC*) within each sub-state region served and encourage regional transit system improvements;
- assist local service providers in better understanding rules, regulations and guidelines associated with Section 5310, Section 5316 and Section 5317 federal funding or any new programs; and
- attend state or national planning meetings and educational events in order to disseminate and communicate activities, achievements, challenges, opportunities and other information to the leadership within Substate Region 9, 10, and 11;

### **Delegated Program Monitoring Duties & Responsibilities:**

- undertake the IDOT delegated responsibility for the ongoing "substate-level monitoring" (i.e., *program reviews*) of Section 5310 vehicle procurement grant recipients (i.e., *local service providers*) based upon the most current guidelines and regulations issued by the Federal Transit Administration (*FTA*) and the Illinois Department of Transportation (*IDOT*); and
- perform preliminary work on grant applications (Sections 5310, 5316, and 5317) before sending applications to IDOT for consideration, including collection, scoring, recording and making such requests publicly available, ensuring completeness, and providing limited technical assistance to agencies applying.

### **Miscellaneous Duties & Responsibilities:**

- The HSTP Coordinator-Mobility Manager(s) shall also perform such *other duties and responsibilities* as may be reasonably assigned by the Executive Director for the benefit of the regional organization and the effective and efficient administration of its programs on behalf of the South Central Region and the 39-counties served under the agreement for services with IDOT.

**Last Updated:** May, 2011