



## Richland County Regional Planning Commission

An Equal Opportunity Employer

### POSITION DESCRIPTION

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**Employee Name:**

**Position Title: Regional Mobility Planner**

**Class Number:**

**Class Title: Mobility Planner**

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**Dept./Div.: Regional Planning Commission**

**Employment Status: Full-time**

**Reports to: Executive Director**

**FLSA Status: Exempt**

**Normal Hours: 8:00 a.m. – 4:30 p.m.**

**EEO Status: First/Mid-Level Officials and Managers**

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#### **GENERAL DESCRIPTION:**

Under general direction of the Executive Director, the Regional Mobility Planner plans, develops, implements, and promotes a Regional Coordinated Transportation plan, which coordinates, educates, supports, improves the service delivery of a variety of transportation modes and options that best responds to the needs of the disabled, older adults, and low-income residents to access jobs, medical services, social destinations in the multicounty Region Five designated by Ohio Department of Transportation (ODOT).

#### **QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's degree from an accredit college or university with major course work in any of the following: Communications, Community Planning, Social Work, Business or Public Administration or related field and three (3) years recent documented work experience in any of the following: public relations, communications, transportation, human services case management, and planning; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

#### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must have access to reliable transportation. Must possess a valid State of Ohio driver's license. Must remain insurable under the County's vehicle insurance policy.

#### **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Calculator, computer, fax machine, copier, scanner, shredder, telephone, postage machine, and other standard modern business office equipment; motor vehicle.

#### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in and around crowds; occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

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Date Adopted: March 13, 2024

Date Revised:



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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 40% (1) Plans, develops, supports, promotes and implements a Regional Coordinated Transportation Plan focusing on transportation needs for disabled, older adults, and low-income residents of Region Five; facilitates a regional advisory council to drive goals and strategies for regional transportation services; supports efforts to coordinate travel through stronger collaboration and potential use of technology; assists County Mobility Managers in Region Five develop and update individual County Transportation Plans.
- 30% (2) Assists to increase awareness and access to current transportation options; helps conduct periodic assessments to identify barriers to mobility in the region; collaborates to implement strategic initiatives to reduce those barriers; advocates for new and expanded transportation within and between counties in the region; actively pursues other grants and funding opportunities to support transportation solutions.
- 10% (3) Consolidates, centralizes and maintains information on regional demographics, travel patterns, trip generators, employment and other socio-economic indicators; develops and updates marketing and regularly evaluates and updates regional transportation resource information; creates maps, graphs, web-sites, and other displays to develop public education and awareness; conducts surveys of ridership demographics, and provides reports to other interest groups.
- 10% (5) Builds relationships with county mobility managers, local officials, transit providers, ODOT, community-based organizations, to understand the needs, roles and gaps of regional/local transportation services; participates in state, regional and local transportation planning activities; assists the MPO with plans and communications; attends local interest group meetings.
- 5% (4) Acts as “Grant Manager” for funding through the Elderly Individuals with Disabilities (Section 5310) Program and the Rural Transit Program (Section 5311) transportation grants for the program through ODOT; provides contract oversight on the grant ensures the completion and timely submittal of all local, state, and federal grant reports.
- 5% (6) Travels to carry out required planning activities; attends mobility management conferences, meetings and trainings

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(7) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

(9) Performs other related duties as assigned.

#### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** \*Organization, Department, and Division goals and objectives; \*Organization, Department, and Division policies and procedures; government grant programs; labor market data and employment trends;; Occupational Safety and Health Administration (OSHA) rules and regulations; public relations; media relations; community resources and services; marketing; project management; office practices and procedures; records management; public administration; business administration; workplace safety; English Grammar and spelling; personnel administration.

**Skill in:** typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, software, etc.), Knowledge and experience in Adobe Creative suite desirable; telephone operation; use of modern office equipment; motor vehicle operation.

**Ability to:** carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare accurate documentation; research skills; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

#### **POSITIONS DIRECTLY SUPERVISED:**

None.

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(Signature of Appointing Authority)

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(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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