



**CHOCTAW REGIONAL TRANSPORTATION AND
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE 1
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429
FAX 601-650-7442

JOB ANNOUNCEMENT

Mobility Manager/Information Technology

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JOB ANNOUNCEMENT # 11-49-02

POSITION TITLE: Mobility Manager/Information Technology

OPENING DATE: NOVEMBER 17, 2016 **NOV 17 2016**

CLOSING DATE: DECEMBER 01, 2016 OR UNTIL FILLED

SALARY: Tribal Salary Grade 12

SUPERVISOR: Director, Choctaw Regional Transportation and
Maintenance Facility

TYPE OF EMPLOYMENT: Regular Full-Time Exempt

JOB LOCATION: Choctaw Regional Transportation and Maintenance
Facility

SCOPE OF SERVICES:

The Mobility Manager/Information Technology reports to the Director of Choctaw Regional Transportation and Maintenance, and serves the general public through conceptualizing, planning, developing and operating programs that respond to and influence the demands of the transportation market. These actions and supportive strategies are performed directly or in collaboration with others, such as private transportation providers, taxi companies, national bus lines, non-emergency medical transportation and Planning and Development districts, in order to provide a full range of travel options that are more effective in meeting the transportation needs of the public in the service area, and that are more efficient through reasonable pricing. This position is responsible for improving business and community support as well as the networking of other transportation organizations. The position will require the development and distribution of information and materials that explain how to utilize the available resources involved in meeting the diverse travel needs of the EZTAG service area; which include but are not limited to the following counties in east central Mississippi: Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Clarke, and Jasper. The position should be familiar with all of the hardware and software utilized by the program, review and recommend transit scheduling software and



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solutions, and is responsible for trouble shooting all hardware, software, and network issues as well as coordinating with the Information Technology department when issues are outside of their scope of knowledge.

DUTIES AND RESPONSIBILITIES:

1. Develops and directs the design, production and distribution of specific marketing materials targeting employers, employees, human service agencies and other entities, based on the EZTAG assessment.
2. Serves as the liaison/salesperson to community leaders and elected officials in an effort to demonstrate how transportation enhances economic development.
3. Provides direct outreach to area employers and employment agencies to gain support for employer and employee transit programs.
4. Researches, develops and assists in writing grant applications for future funding.
5. Builds community support and networks by making public presentations and using media on the benefits of mobility management for the community.
6. Creates delivers, edits, and optimizes marketing materials.
7. Develops marketing communications campaigns.
8. Solicits advertising for program vehicles.
9. Must become familiar with Federal Transit Administration Regulation and Circulars.
10. Coordinates activities targeting providers, funding agencies, and customers.
11. Supports and provides customer-oriented travel navigator systems and neighborhood travel coordination activities for customers.
12. Generates reports as required by local, state, and federal laws and regulations.
13. Provides operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems.
14. Chairs and takes minutes of EZTAG meetings and reports monthly to the EZTAG executive committee.
15. Other duties specified by EZTAG regional group.



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16. Chairs public comment sessions, public hearings, and regional dialogue sessions.
17. Troubleshoots hardware, software and network operating system.
18. Coordinates with IT service provider and its staff.
19. Provides orientation to new users of existing technology.
20. Provides individual training and support on request.
21. Maintains current and accurate inventory of technology hardware, software, and resources.
22. Installs workstations when needed.
23. Connects and sets up hardware.
24. Loads all required software.
25. Makes recommendations about purchases of technology resources.
26. Monitors security of all technology.
27. Identifies and prepares hardware for disposal ensuring hardware is stripped and secured properly.
28. Attend EZTAG meetings and take minutes of meeting, and report monthly to EZTAG executive committee.
29. Other duties as assigned by the Director.

Physical Location: The position will be located in the Transit office at the Choctaw Transportation and Maintenance Office Buildings.

Qualifications:

The minimum qualifications for the position are:

1. Bachelor's degree, and/or 7 years' experience in related fields of public transportation, public relations, or communication, or administration.
2. Master's degree and/or 5 years' experience in same related fields.
3. Excellent written and oral communication skills.
4. Ability to install and administer computer hardware, software and networks.



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5. Proficient in the use of personal computers with a working knowledge of Word and Excel and experience in intelligent transportation software.
6. Analytical and problem solving skills.
7. Ability to troubleshoot computer issues.
8. Must be able to work independently with professional work ethics.
9. Must be proficient with communication devices and computers as well as communication and presentation software such as Power Point.
10. Ability to travel at times on job-related responsibilities and training.
11. Knowledge of Federal Indian programs, contract and grants, with FTA and MDOT preferred.
12. Personal vehicle, liability insurance, and valid driver's license.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or



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coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350**