



JOB DESCRIPTION

Muskoka Transportation Network Coordinator

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| Department: | Community & Planning Services | Reports to: | Director, Planning |
| Effective Date: | September 2019 | Supersedes: | NEW |
| Classification: | CUPE Inside, Class 7 | Job Evaluation Date: | September 2019 (pre-evaluation) |

POSITION SUMMARY:

The Transportation Network Coordinator focuses on meeting the transportation needs of residents of Muskoka, with a focus on under-resourced individuals and families, through the promotion of local and intercommunity travel within and beyond Muskoka. The Coordinator works in conjunction with an internal multi-disciplinary team, transportation providers, community members, and stakeholders (internal and external) to plan, coordinate, and deliver an affordable and accessible network of transportation services for Muskoka residents.

DUTIES & RESPONSIBILITIES (not limited to):

- Coordinate the Muskoka Transportation Network Planning Table to jointly identify challenges, opportunities and actions needed to ensure Muskoka residents benefit from a robust, sustainable transportation network.
- Liaise with the general public, government agencies (e.g. Ministry of Transportation), Area Municipalities, consultants, transportation providers, provincial and regional planning tables, and other internal and external stakeholders to meet service requirements, identify opportunities for improvement and expansion, and build consensus on best approaches.
- In consultation with the Director, establish new partnerships, enhance linkages and strengthen relationships with other transportation providers in Muskoka and beyond to ensure seamless and harmonized services.
- Track, monitor and meet project deliverables set out in the District's 5-year Transportation Needs Assessment and Growth and Sustainability Plan, as well as the Community Transportation Grant Transfer Payment Agreement, including submitting quarterly and financial reporting against a pre-set budget to the Ministry of Transportation and following all communications protocols.
- Assist in developing communication and public relations plans, key messages and marketing materials related to Muskoka's transportation services.
- Develop tools, collect, assemble, maintain and analyze various types of data, produce reports and make presentations and recommendations that pertain to performance, process, outcomes and opportunities for service improvement and ridership growth.
- Identify and pursue external resources and alternate funding opportunities, including but not limited to developing grant proposals in order to maximize program funding and ensure service sustainability.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

MINIMUM EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Three (3) year post-secondary program in Project Management, Social Sciences, Community Development, Planning, or a related field.
- Minimum of three (3) years of related experience, such as transportation planning or outreach and community development.
- Proven experience in program development and implementation.
- Demonstrated skills in consensus building, project coordination and working effectively with multi-disciplinary working groups and a variety of agency partners.
- Skilled in collecting, compiling and evaluating/analyzing program and service data and making recommendations on service improvements.
- Proficient with Microsoft Office and other technology products and platforms.
- Ability to travel throughout the Muskoka Region and neighbouring communities for work related purposes.

DECISION MAKING & INDEPENDENCE:

This job works under the general direction of the Director, Planning and within the framework of the District's departmental, division, branch policies, directives, guidelines and objectives.

This job will:

- Participate as part of a multi-disciplinary team to provide program/service recommendations;
- Provide expert opinions/briefings and advice to management on identified and emerging issues impacting program goals or outcomes;
- Exercise discretion and independent judgement to determine and manage work activities where past practices may not exist, within the context of multi-disciplinary team environment; and,
- Be able to anticipate and identify impacts and issues to take corrective action, adjust priorities and meet project commitments in consultation with management.

Judgement is exercised in:

- Analyzing data and other sources of information;
- Keeping apprised of implications of, and changes to, funding criteria, policies and procedures developed by the Ministry of Transportation for the Provincial Dedicated Gas Tax Program; and
- Recommending ways to resolve contentious and complex issues.

FINANCIAL RESPONSIBILITY

This job is expected to:

- Provide accurate, timely and reliable information, including the compilation of financial data in support of transportation projects and programs;
- Track and monitor annual program expenditures;
- Identify and pursue external funding opportunities to advance and implement transportation projects and programs;
- Work with finance staff to develop and monitor tracking and reporting mechanisms to measure financial performance, fiscal control and oversight of project funding; and
- Assist in the preparation of the divisional operating budget as required.

SUPERVISORY RESPONSIBILITY:

This position is not directly responsible for the management or supervision of other employees but may provide oversight of volunteers at times, coordinate a transportation planning table, and provide functional advice to others within the corporation.

CONTACTS:**Internal:**

- Daily, routine contact with staff at various levels from all District departments to share information related to transportation matters.

External:

- Frequent contact with members of the public as well as Area Municipalities, the Provincial government, the private sector, transportation providers (e.g. Hammond Transportation), non-profit organizations (i.e., Red Cross, Victim Services), and consultants.

PHYSICAL / PSYCHOLOGICAL DEMANDS & WORKING CONDITIONS:**Physical Effort:**

- Most of the time is spent in an office environment with frequent opportunity to move about.
- Some travel will be required to attend meetings across the District of Muskoka, or beyond.

Sensory Effort:

- This position will require visual attention and concentration i.e. reading and writing without interruption to understand funding guidelines, write reports and conduct or review research materials in order to determine the value of results and recommendations.
- Concentrated effort will be required during collaboration with various stakeholders for such purposes as collaboratively developing and delivering transportation projects and programs and related analysis, seeking consensus, or assisting to resolve disputes among stakeholders.

HEALTH & SAFETY RESPONSIBILITIES (for workers):

- Work in a safe manner that is in compliance with the Occupational Health & Safety Act and policies/ procedures of the District;
- Participate in health and safety-related training;
- Wear or use the required protective equipment, clothing and/or devices; and,
- Report injuries, hazards, or equipment defects.