



External Posting

Posting Date: Wednesday, September 11, 2019 **Closing Date:** Wednesday, October 2, 2019 @ 12:00 NOON
Wage: \$ 32.19 - \$ 35.35 per hour **Classification:** CUPE Inside Class 7

The Community and Planning Services department is currently looking for a:

Permanent, Part-time, Transportation Network Coordinator

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.

This job is a 0.8 FTE, resulting in an estimated work week of up to 28 hours, Monday to Friday but some flexibility to work non-traditional hours may be required to meet business needs.

Responsibilities of the Transportation Network Coordinator will include, but not be 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, Lower Tier 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.
- Track, monitor and meet project deliverables set out in the District's 5-year Transportation Needs Assessment and Growth and Sustainability Plan, including submitting quarterly and financial reporting against a pre-set budget to the Ministry of Transportation and following all communications protocols.
- 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; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- 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.

You will have proven experience in program development and implementation with demonstrated skills in consensus building, project coordination and working effectively with multi-disciplinary teams. You will also be skilled in collecting, compiling and evaluating/ analyzing data and making recommendations on service improvements. Strong technology skills are required to fulfill the reporting and analysis functions of this job.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions on our Website before submitting your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.