

Mobility Specialist

Salary: \$22.11-\$32.00
Excellent benefits

Posting Date: June 27, 2017
Filing Deadline: Open until filled

JOB SUMMARY

Provide administrative and technical support to MST's Mobility Management programs as directed by the Mobility Program Coordinator.

ESSENTIAL FUNCTIONS

Independently function in a non office setting and without direct supervision; Conduct travel training assessments to individuals, or in a group setting and formulate travel training plans; write periodic assessment, progress, and summary reports. Perform outreach and education to senior, disabled, and veteran groups or individuals. Complete ADA / ST Paratransit eligibility determination assessments, issue eligibility determine letters. Track MST Navigator hours worked; provide work assignments to MST Navigators, and document Navigator activities. Participate in ADA training for MST Coach Operators, private taxi operators, and other individuals / agencies as required. Process taxi vouchers, reconciliation of voucher use, complete voucher inventory. Monitor / administer MST taxi lease requirements. Record data and provide statistical reports; provide accurate, succinct, and properly composed documentation or reports. Provide other administrative support for current and future Mobility programs including preparing reports and statistical data. Other duties as assigned.

MINIMUM QUALIFICATIONS & REQUIREMENTS

A two year degree from an accredited community college plus two years related experience and/or training; or equivalent combination of education and experience. Good driving record; possess valid California driver's license at time of application; identification and employment eligibility.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES

Attention to detail. Works well in group problem-solving situations. Communicates changes and progress. Pursues training and development opportunities. Meets commitments. Maintains confidentiality. Participates in meetings. Writes clearly and informatively; Able to read and interpret written information. Shows respect and sensitivity for cultural differences. Follows policies and procedures. Adapts to changes in the work environment. Is consistently at work and on time. Demonstrates accuracy and thoroughness. Completes work in timely manner. Observes safety and security procedures; Uses equipment and materials properly. Ability to manage and maintain simultaneous, transitional, and emerging priorities. Ability to operate a computer and Microsoft Office Suite programs. Ability to operate standard office equipment, including a fax and scanner machine, copy machine, and telephone. A prior knowledge of Veteran Affairs or past armed forces veteran preferred. Ability to speak, read and write in Spanish is preferred.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other segments of the selection process. Applications received after the deadline may be reviewed and kept on file for up to six months for future consideration. Applications may be obtained from our Administrative Offices, 19 Upper Ragsdale Drive, Suite 200, Monterey, the Salinas Transit Center, 110 Salinas Street, Salinas, the Marina Transit Exchange, 280 Reservation Road, Marina, CA; or by visiting MST online at <http://www.mst.org>. A Department of Motor Vehicle (DMV) printout, Form H-6, dated within 30 days, must be submitted with the completed application. Resumes will not be accepted in lieu of a completed application. Applicants who have resided in California less than five (5) years must obtain a copy of their driving record from their previous state of residence. Applications received without the appropriate DMV printout will not be considered. **SUBMIT COMPLETED APPLICATIONS TO:** Monterey-Salinas Transit, Attn. Human Resources, 19 Upper Ragsdale Drive, Suite 200, Monterey, CA 93940.

ADA

Candidates who qualify under protection of the Americans with Disabilities Act, and require a reasonable accommodation for applicant testing and/or examination, should notify the MST Human Resources at least one week prior to being scheduled for assessment.

EQUAL OPPORTUNITY EMPLOYER / AFFIRMATIVE ACTION EMPLOYER