



## **Mobility Manager**

Do you want a career that makes a difference in rural communities throughout Northwest Minnesota? Excited for new opportunities to utilize, establish and advance your talents and skills in new ways? If so, we want YOU to join our innovative and professional team!

**The Northwest Regional Development Commission (NWRDC)** is looking for a dedicated Mobility Manager Transportation Specialist to develop, coordinate and/or manage diverse programs and projects with cities, counties, and other organizations in a seven-county region.

Passionate candidates that are willing to create/foster solutions to meet locally identified needs and develop community partnerships are ideal for this position. Be a part of a team that is taking the lead on championing rural communities and the public!

We are committed to meeting local needs with a collaborative approach combined with ingenuity, equity, and inclusion.

### **What type of individual are we looking for?**

#### **Education:**

Preferred education includes a degree in planning, social work, public administration, project management or a related field.

#### **Experience:**

- 2 to 5 years of equivalent experience preferred.
- Utilizing community engagement strategies to coordinate with key transportation stake holders in a multi-county area.
- Experience with public speaking, grant writing and facilitating committees preferred.
- Knowledge and applications in the use of Microsoft Office Program Suite.
- Occasional overnight meetings, in-region meetings and regular travel are required.
- We are willing to consider hybrid work after the training period.

**Salary Range:** \$60,882 to \$79,502

**Hiring Range:** \$60,882 to \$70,000

**Competitive Benefits Package!** Benefits include employer paid health insurance and family coverage cost sharing, dental, health savings account, pre-tax flexible spending account, life insurance, short-term disability, PERA, paid holidays, generous vacation leave, flexible sick leave and more.



## What will you be doing?

The primary goal of the Mobility Manager is to improve access to transportation by building relationships and developing creative solutions to enhance mobility. This person will establish relationships within the region to implement creative solutions to enhance mobility.

### Primary Duties:

- Serves as a representative of the NW Regional Transportation Coordinating Council and the NWRDC for the assigned region.
- Responsible for completing the program requirements and annual workplan of the MnDOT RTCC contract.
- Assesses current transportation services and transportation gaps found in the region through meetings, correspondence, route mapping, and other means. Maintains and updates a comprehensive transportation stakeholder database.
- Collects and organizes data so it can be manipulated to maintain relevance – this may include training for statewide uniformity.
- Gathers data regarding all current transportation modalities available, including names and contact information, hours of operation, ADA compliance, vehicle information, location, cost of rides, route information.
- Assesses the local transportation service needs of local businesses and commuters.
- Informs NWRDC of transportation-related legislation.
- Acts as liaison between public and private transportation services.
- Assists individual service providers with the development and implementation of appropriate services and programs. Helps with the development and implementation of coordinated joint programs.
- Evaluates users/user services on an annual basis.

The following additional resources for this position are available at [www.nwrdc.org](http://www.nwrdc.org).

- Job description
- NWRDC employee benefits summary

The NWRDC utilizes a three-part screening process:

1. Candidates must submit a resume and cover letter showcasing at least three things that personal education and/or experience can contribute to the position.
2. Select candidates will be asked to provide a list of areas of expertise related to the position (including three references).
3. Qualified candidates are interviewed.

Please submit cover letter, resume, and references to:  
Northwest Regional Development Commission  
Attn: Darla Waldner  
109 South Minnesota Street  
Warren, MN 56762  
[darla@nwrdc.org](mailto:darla@nwrdc.org)

This position will remain open until filled  
We are an Equal Opportunity Employer (M/F/D/V).