

**City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice**

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$54,000
Business Title: Mobility Coordinator	Work Location: 55 Water Street, New York, NY 10041
Division/Work Unit: Transportation Planning and Management / Strategic Planning	Number of Positions: 1
Job ID: 483145	Hours/Shift: 35 Hours

Job Description

The Division of Transportation Planning & Management is seeking an ambitious and motivated Mobility Coordinator for its Strategic Planning Unit. Strategic Planning is a team dedicated to regional planning administration and advancing transportation equity through the Mobility Management Program (MMP). MMP improves access to transportation for groups who have traditionally experienced barriers, such as people with disabilities, low-income and limited English proficient populations. This is done through three key approaches: 1) Capacity building, including developing resources and tools for DOT staff; 2) Planning and research initiatives to further understand the needs of our communities; and 3) Public engagement, to develop solutions that address community needs as well as provide education on DOT's programs and services.

Reporting to the Senior Planner, the Mobility Coordinator will support a variety of projects and programs focused on improving accessibility and equity. Transportation equity is a key theme of DOT's 2016 Strategic Plan which laid out a vision of improving and expanding convenient transportation choices for low and moderate income New Yorkers, as well as expanding awareness of mobility choices for communities underserved by transit and people with disabilities. All candidates should demonstrate passion for social justice and have a good understanding of how transportation affects people and communities in New York City.

The Mobility Coordinator, will work closely with the Mobility Management team to expand existing initiatives and develop new projects. The selected candidate will work to further expand the network of community based organizations that NYC DOT collaborates with in improving transportation services for this target population. Responsibilities include further development and maintenance of the inventory of organizations that serve this population; this may include developing survey tools and engagement with community based organizations to better understand and serve the transportation needs of this population. Additional tasks include planning and/or participating in outreach events to create awareness of DOT's programs and services, and planning other related training/workshops for both internal DOT staff and external stakeholders. The candidate will also conduct research, map demographic and survey data, perform analysis, prepare reports and present findings.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above

Preferred Skills

Knowledgeable of transportation equity, environmental justice, and urban planning concepts and best practices. Ability to work effectively in a team structure, to complete tasks in a timely fashion, and manage multiple priorities simultaneously is expected. Ability to express ideas effectively (written and oral) and to use analytical methods/tools effectively. Knowledge and /or experience with community outreach and public participation techniques. Experienced in research, writing reports, and preparing presentations. Must be detail-oriented, well organized, and able to work well with others. Proficiency in Microsoft suite (MS Word, PowerPoint, Excel, and Access), ArcGIS, and Adobe Suite (Professional and InDesign) preferred.

Additional Information

As of August 2, 2021, all new hires must be vaccinated against Covid-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered City employment, this requirement must be met by your date of hire unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of the interview.

To Apply

All resumes are to be submitted electronically using one of the following methods:

Current city employees, log into Employee Self Service at <https://hrb.nycaps.nycnet/> and follow the Careers link and search for **Job ID # 483145**.

All other applicants, go to www.nyc.gov/careers and search for **Job ID # 483145**.

No phone calls, faxes or personal inquiries permitted. Only those applicants under consideration will be contacted.

Most public libraries have computers available for use.

Note: New hires must reside in NYC for the first two years of employment. Appointments are subject to OMB approval.

For more information about DOT, visit us at: www.nyc.gov/dot.

Posting Date: 10/12/21

Post Until: 6/30/22