

August 16, 2010

**SERVICE DEVELOPMENT MANAGER
FACT Full Access and Coordinated Transportation
Vista, CA**

FACT, Inc. is a nonprofit organization and is the Consolidated Transportation Services Agency in San Diego County. FACT's mission is to coordinate all transportation services in San Diego County and improve transportation services for all residents.

FACT began operations in 2006. The services provided by FACT are funded by San Diego County, State and Federal transportation grants.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

The Service Development Manager (SDM) will be based in the City of Vista, CA and is responsible for community transportation planning, coordination, development, funding, implementation and management for San Diego County.

Responsibilities include implementation and management of a Mobility Management system for FACT which utilizes computer/internet based applications to match a person's travel needs to transportation options, public and private, available in the community. The SDM assists people to choose, obtain and maintain transportation options which best accommodate their unique travel choices and needs. SDM assists in coordinating referrals to existing transportation services as well as innovative Travel Rideshare Programs, Vanpool Service Programs, Car Pool Programs, Personal Digital Assistant (PDA) Technology Programs, Voucher/Subscription Programs and Donated Vehicle/Modification Programs.

SDM identifies unmet transportation needs through community outreach, research and liaison activities. He/she collaborates with other transportation providers, planning agencies and funding agencies to develop ideas and proposal for coordinated services or new services to meet the needs. New services will include volunteer driver based transportation services.

SDM will look for innovative, cost effective solutions, market them to stakeholders and translate concepts into viable service proposals and grant applications.

SDM will report to the Executive Director. Responsibilities include all other duties as required.

QUALIFICATIONS

- Team work oriented with outstanding people skills
- Superior oral and written communication skills necessary to assist in the development of professional plans, reports and procurement scopes of work and contract documents

- Project development and organization skills; problem solving skills, ability to handle multiple projects and set priorities
- Ability to develop innovative and effective transportation service proposals, grant applications and budgets
- Proven ability to independently develop services from concept through planning stages to implementation
- Presentation skills to suit the needs of Board officials, transportation agencies, community partners and individuals
- Ability to organize and run Project Advisory Committee meetings, regional transportation planning forums and conferences
- Familiarity with MTS, NCTD, SANDAG and other regional and local partners and ability to serve as liaison to them
- Ability to coordinate activities with riders, human service providers, transit authorities and private transportation operators
- Familiarity with USDOT regulations and grants/management
- Familiarity with operations of volunteer driver based transportation systems

MINIMUM REQUIREMENTS

- (a) 2-5 years of experience in transportation and planning activities
- (b) Knowledge of public, private and social service transportation for seniors, persons with disabilities and low income individuals
- (c) Oral, written, computer literacy skills
- (d) A bachelor's degree in related field
- (e) A valid CA driver's license and clean driving record

SALARY

\$ 45,000 - 65,000 p.a., commensurate with qualifications and experience

Posted August 17, 2010, open until filled. This position is temporary, for an 18 month period; the term may be extended subject to availability of funds. Please send responses to factsd@factsd.org