



JOB OPENING

Transportation Coordinator

Salary Range: \$40,682 - \$60,385

Full-Time, Exempt position

Closing Date: Open until filled

Reports to: Town Planner

Supervises: N/A

Summary: The Town of Miami Lakes (population est. 30, 830) is seeking an entry-level Transportation Coordinator to primarily support the Town's transportation and mobility initiatives as outlined in the Town's Strategic Plan as well as general coordination of the Town's Transit Operations.

Essential Duties

- Coordinate Town activities related to implementation of transportation and mobility initiatives as outlined in the Town's Strategic Plan and as they are approved by the Town
- Manage contracts, grants and other operational components of transit, mobility and transportation
- In conjunction with the Town Planner, coordinate activities of various Town departments and staff toward common transportation and mobility goals and objectives
- Support the management of all activities related to transit stops, including benches, shelters and signs, and including maintenance of said facilities.
- Assist in the coordinated economic development initiatives relating to mobility strategies for employees and assist employers and employees with implementation.
- Assist with public presentations to promote mobility initiatives.
- Perform research and analyses make recommendations on transportation related initiatives.
- Schedule and participate in meetings with transportation implementation partner organizations.
- Compile and maintain records related to transportation and transit, such as ridership data, participation in various strategies and metrics to measure results
- Assist with preparation of required reports to various funders and grantors of transit, mobility and transportation activities
- Contribute to efforts that integrate mobility into other transportation and citywide initiatives
- Develop and manage program to promote and expand transit including leveraging county, state and/or other systems as appropriate.
- Gather data and perform analyses related to the Town's transportation system and improvements to the system.
- Provides technical assistance and answers public inquiries regarding transportation and transit issues, programs, and projects.
- Coordinate Transit efforts with staff at Miami-Dade County and other governmental agencies, as needed.
- Assist with townwide preparation for and response to natural disasters.
- Other duties as directed by the Town Manager and his/her designee(s)

Knowledge, Skills, and Abilities:

- Basic principles, practices, procedures, and current trends of transportation planning
- Ability to establish and maintain effective working relationships with coworkers, other Town departments, peers in other local, state and federal agencies, vendors and the general public.
- Ability to communicate effectively orally and in writing.

6601 Main Street • Miami Lakes, Florida, 33014

Office: (305) 364-6100 • Fax: (305) 558-8511

Website: www.miamilakes-fl.gov



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- Ability to use a computer; Knowledge of Microsoft Outlook
- Ability to multi-task by working with the public in person and over the phone
- Ability to research issues, identify alternatives and present conclusions.
- General understanding of the concepts and techniques of transportation demand management.
- General understanding of project management and budgeting.
- Ability to problem-solve and to complete projects within specified timeframes

Minimum Qualifications

Requires a Bachelor's degree from an accredited college or university with a major or major coursework in transportation, planning, civil engineering, urban geography, environmental studies or a closely related field is required. Two years of work experience, preferably with a focus on transportation is preferred. Related work experience may be considered for required education on a year to year basis Basic working knowledge and experience with geographic information systems (GIS) is preferred, but not required.

The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.

Applicants must complete all requirements established by the Town of Miami Lakes for employment. This may include, but is not limited to, a written examination, a comprehensive background investigation and a job-related medical examination including a drug/alcohol screening test

To apply: Please forward a resume and letter of interest before the closing date, to the Town of Miami Lakes via email: jobs@miamilakes-fl.gov Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.

Approved by: 09/10/2024