

## **Coord, Alternative Transportation**

### **Job Code 50023904**

#### **General Description:**

Responsible for supporting the Transportation Services department in the areas of shuttle, biking, cartography, and alternative transportation on and off campus.

#### **Examples of Duties**

Produce high quality maps by using software suites.

Interrelate available geospatial data to optimize alternative transportation and bus service through computer aided Geography Information Science.

Access alternative transportation through qualitative and quantitative research on campus.

Maintain a geospatial inventory of bus stops and bike racks by using university GPS and GIS systems and products to catalogue and organize various alternative transit features.

Maintain the Bike Cave cash bank and ensure regular deposits are made.

Educate Bike Cave personnel and customers on proactive and preventive bicycle maintenance with internal and external educational materials.

Coordinate Alternative Transportation; explore new opportunities; manage existing partnerships and programs; market programs through various media / social media.

Manage daily operations of the BikeCave, including establish short-term and long-term goals, budgets, cash handling, marketing, safety, retail and service strategies.

Assess daily bus operations and solve short-term problems, responds to customer requests,

initiatives, questions, or concerns with regard to Bobcat Shuttle while consistently planning for

Assist in the development of service schedules and routes for fall, spring, and summer sessions.

Plan detours; assess construction activities in the service area.

Bike rack installation.

Perform other duties as assigned.

#### **Knowledge, Skills and Abilities**

**Knowledge of:** Bicycle mechanics, geographic information systems, geospatial research methods, graphic design, power tools, management techniques.

**Skill in:** Producing high quality written output, working as a team member, bicycle repair.

**Ability to:** Read and interpret technical manuals, perform basic math, explain technical materials.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

#### **Other Requirements**