



KIAMICHI ECONOMIC DEVELOPMENT DISTRICT OF OKLAHOMA JOB ANNOUNCEMENT AND POSITION DESCRIPTION

The Kiamichi Economic Development District of Oklahoma (KEDDO) located in Wilburton, OK seeks a highly motivated, self-starting professional to fill the position of **Mobility Management - Mobility Manager**. The Mobility Manager plans and coordinates transit services for people in a multi-county service area. This position's duties will encompass the KEDDO seven county region which includes the counties of Choctaw, Haskell, Latimer, LeFlore, Pittsburg, Pushmataha, and McCurtain. Work hours are Monday-Friday, 8:00 am - 4:30 pm and are housed in the Wilburton, OK office. **Deadline for submitting resumes will be September 30, 2025 at 4:00 pm.**

JOB DESCRIPTION

The Oklahoma Mobility Management program connects potential riders with transportation options. The Mobility Manager is responsible for the development of a system of outreach to low-income, socially isolated older and/or disabled adults to assist them in gaining access to needed transportation services. The position interacts with local and regional health and human service and transit agencies and the public sector to develop a coordinated network of transportation services.

DUTIES AND RESPONSIBILITIES

- Cultivate multi-agency partnerships within the KEDDO District.
- Submit required monthly program reports in a timely manner.
- Develop an outreach program for current transportation services through regular communication, public speaking and media presentations, including the development of community outreach materials for community engagements.
- Complete all required trainings and training modules within the first year of employment so there is a full foundation to build the program success on.
- Attend appropriate conferences, monthly meetings, and training as required and appropriate to the position or as assigned by the ODOT Statewide Mobility Manager and participate in the Oklahoma Mobility Managers' Network with other Mobility Managers throughout the state.

QUALIFICATIONS

- High school diploma/GED plus a minimum of 3 years of relevant experience may be considered.
- Bachelor's degree in planning, public health, public administration, or another related field is preferred.
- A combination of education and experience demonstrated competence to perform the job may be substituted.
- Ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and various social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Excellent verbal and written communication skills and demonstrated ability to work in a team structure with diverse groups of people.
- Ability to perform the essential job functions consistently, safely, and successfully according to ADA and other federal, state, and local standards.
- Ability to maintain regular punctual attendance and able to lift up to 25 pounds.
- You must possess a valid driver's license and applicable vehicle insurance.

SALARY AND BENEFITS

The beginning salary for this position is \$42,000 based on relevant experience and/or educational background. KEDDO offers competitive benefits including health and dental insurance and state of Oklahoma OPERS retirement plan with paid time off.

KEDDO is an Equal Opportunity Employer and does not discriminate on basis of race, color, religion, sex, national origin, political affiliation, or other non-merit factor. *To apply, please mail or email a cover letter outlining qualifications and a resume to Kristi Clunn, Human Resources, 1002 Hwy 2 North, Wilburton, OK 74578 or email kclunn@keddo.org.*