



TRANSPORTATION & WORKS DEPARTMENT
BUSINESS SERVICES AND TRANSPORTATION PROJECT OFFICE DIVISION
requires a

TRANSPORTATION DEMAND MANAGEMENT COORDINATOR

JOB SPECIFICATIONS:

- University degree in Geography, Urban Planning, Environmental Studies, Engineering, Business/Marketing or related discipline or Diploma from a 3 year Community College program in Civil or Transportation Engineering Technology.
- Minimum 3–5 years related work experience or an equivalent combination of education and experience.
- In-depth knowledge and understanding of Transportation Demand Management (TDM), including parking management programs and the use of TDM initiatives and parking management to influence transportation mode choice.
- Demonstrated experience in project planning, problem solving, implementation and program operation.
- Must possess excellent communication (verbal and written), presentation, interpersonal and organizational skills.
- Ability to liaise effectively with various departmental staff, elected officials, outside agencies and the public.
- Ability to work both independently and as part of a team, with the flexibility to adapt to the team's priorities.
- Experience working with computer programs (e.g. Word, Excel, PowerPoint).
- Experience working within a municipal setting is an asset.

PRIMARY RESPONSIBILITIES:

Reporting to the Manager, Rapid Transit and Parking, you will be part of the Transportation Project Office team, this position:

- Leads development and implementation of TDM initiatives including the Smart Commute program for City of Mississauga employees. Development and implementation of TDM initiatives involves establishing partnerships, developing proposals, drafting budgets, recommending priorities, execution and promotion.
- Manages operation and maintenance of related programs and services such as Employee Paid Parking, Discount Transit Program, coordination with car share vendor, carpool ridematching software, emergency ride home program, as well as promotions and events.
- Defines measurable objectives for implementation of program components, monitors these objectives, and determines methods for program improvement including coordinating surveys for program monitoring.

- Develops and promotes and/or administers corporate policies to support TDM (i.e. the Employee Paid Parking Policy) and provides comments on related programs, studies, and policy development as a key internal resource with regard to TDM.
- Works with a variety of internal and external stakeholders (including Metrolinx, Region of Peel, Smart Commute Mississauga, and others) concerning TDM related issues.
- Prepares reports and delivers presentations as required for staff teams, senior management, Leadership Team, Council / standing committees as well as external groups as appropriate.
- Maintains an awareness of developments and advancements in the field of transportation demand management to retain technical competency and provide required expertise.
- Plays an integral part of the Rapid Transit and Parking team by completing other related duties as assigned in accordance with the team's priorities.

SALARY: \$67,630 - \$90,174

Applications will be received only on-line by March 31, 2011.

For further details and to apply for this exciting employment opportunity please visit our website www.mycitycareer.ca

A Criminal Record Search will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. All personal information is collected under the authority of the municipal Act. We are an Equal Opportunity Employer.

Please note that once you have submitted your resume, an on-line questionnaire will appear on screen and must be completed in order to be considered for this position