



Regional Mobility Manager Job Description

TITLE:	Regional Mobility Manager	
JOB CODE:	615	
FLSA:	Non-Exempt	
PREPARED:	October 2012	UPDATED: May 2018

Summary: Under general supervision, performs regional mobility management activities, including coordination planning, strengthening partnerships, implementing coordination actions, overseeing sub-regional coordination activities, and monitoring performance to achieve the regional and state priorities for mobility management. The position supports local mobility management efforts in Cochise, Santa Cruz, Graham, and Greenlee Counties and provides regional mobility management services in Cochise, Santa Cruz, Graham, and Greenlee Counties. Approximately 40% of time will be directed toward regional mobility management linking programs in Cochise, Santa Cruz, Graham, and Greenlee Counties, 20% of time will be directed to the support of local mobility management efforts in Cochise, Santa Cruz, Graham, and Greenlee Counties, 20% of time will be focused on providing technical assistance to regional FTA Section 5310 programs, 10% of time will be focused on providing technical assistance to regional FTA Section 5311 programs, and 10% of time will be focused on program outreach in an effort to expand human service program participation.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) will be responsible for these duties, and may also be required to perform additional tasks, as required by ADOT or SEAGO.*

- Coordinates the annual updates of the SEAGO Regional Transportation Coordination Plan, which identifies regional transit needs overall, with emphases on the elderly, disabled, and low income households; and provides strategies for meeting those local needs. The Plan identifies the human and social service agencies annual funding needs, and gaps in services.
- Develops and maintains the network of human and social transportation related services, by bringing together non-profit and public agency transportation providers within the region, in cooperation with SEAGO's Area Agency on Aging programs.
- Gathers and analyzes data to evaluate transportation service options for the elderly, disabled, and low income households, and develops strategies based on that data and attempts to secure funding to address those strategies.
- Supports state, regional and local coordination planning and policy committees.
- Promotes the enhancement and facilitation of access to transportation services, including the integration and oversight of transportation coordinated services.
- Provides technical assistance in the annual Section 5310 program application process.
- Develops strategies for seeking other funding sources and leveraging existing funds with other non-FTA federal programs to implement those strategies.
- Maintains the regional ADOT recipient's program inventory of vehicles used for passenger transportation.
- Performs other related duties as assigned.

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Desirable Knowledge, Skills, Abilities and Experience:

- Experience working in public sector and nonprofit organizations and ability to quickly understand key programmatic activities and challenges.
- policies, operations, and services.
- Knowledge of all ADOT and federal transit programs, policies and procedures is desired.
- Knowledge of the Americans with Disabilities Act (ADA), and its specific applications to public transportation.
- Knowledge of the principles, procedures and strategies of coordinated human services transit planning and coordination strategies.
- Ability to analyze data, identify problems, develop potential solutions, implement strategies and evaluate outcomes.
- Knowledge of federal and state laws and regulations that regulate program operations.
- Grant research, writing and reviewing experience.

Education, Experience, and Certifications:

Bachelor's Degree from an accredited college or university in Transportation/Urban Planning, Business/Public Administration, or a related field is preferred. A minimum of two (2) years of progressively responsible experience with a public, private, or non-profit transit system, handling the day-to-day operations of service planning, accessible services, human services transportation coordination or a related field. Or any combination of related education, training and experience which provides the following **required knowledge, skills, and abilities**:

- Ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, clients, and people of varied social, cultural and educational backgrounds.
- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- Must be highly motivated and productive in a dynamic environment.
- Ability to provide leadership and work independently, with little direction.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Ability to work a flexible schedule that may include evenings, weekends and overnight travel.
- Ability to maintain confidentiality of personal information collected from clients and employees.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with interruptions and some irregularities in the work schedule.
- This position requires community work and occasional travelling to and from various community locations, and numerous office sites, therefore the selected individual in this position must have

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the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.

- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver’s license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

Name: Maria C. Gastelum	Title: Regional Mobility Manager	Date
Name: Randy Heiss	Title: Executive Director	Date



Assistant Regional Mobility Manager Job Description

TITLE: Assistant Regional Mobility Manager

JOB CODE: 620

FLSA: Non-Exempt

PREPARED: March 2014

UPDATED: May 2018

Summary: The SEAGO Assistant Regional Mobility Manager is responsible for assisting the Regional Mobility Manager in providing local mobility management services in Cochise, Santa Cruz, and Graham/Greenlee Counties. In addition, the Assistant Regional Mobility Manager will be the primary administrative support person for SEAGO's FTA Section 5310 Pilot Training Program. Approximately 40% of time will be directed towards local mobility management efforts in Graham/Greenlee Counties, 30% for regional mobility management activities in Cochise and Santa Cruz Counties, and 30% of time will be directed to supporting the Pilot Training Program. Overall responsibilities include coordination planning, training scheduling and tracking, strengthening partnerships, implementing coordination actions, overseeing sub-regional coordination activities, and monitoring system performance to achieve the regional and state priorities for mobility management.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Incumbent(s) will be responsible for these duties, and may also be required to perform additional tasks, as required by SEAGO.*

- Assists the Regional Mobility Manager and Transportation Planner in completing annual updates to the SEAGO Regional Transportation Coordination Plan, which identifies regional transit needs overall, with emphasis on seniors and individuals with disabilities. The plan provides strategies for meeting those regional needs. The Plan identifies the human and social service agencies annual funding needs, and gaps in regional services.
- Assists the Regional Mobility Manager and Transportation Planner in regional coordination efforts. This includes scheduling of coordination meetings, development of meeting agendas and minutes.
- Assists in the collection and analysis of ridership, demographic, service area, and vehicle usage data to evaluate transportation service options for seniors and individuals with disabilities and develops strategies based on that data.
- Provides technical assistance in the annual Section 5310 program application process.
- Provides administrative support for SEAGO's Pilot Training Program. This will include coordinating training with the program's consultant and partners, tracking training attendance, and compiling course evaluations.
- Assists in the development of strategies for seeking other funding sources and leveraging existing funds and resources to address service gaps and to reduce service costs.
- Maintains the regional ADOT recipient's program inventory of vehicles used for passenger transportation.
- Assists in the management of the SEAGO Regional Mobility Management website (azmobility.org).
- Other related duties as assigned.

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Desirable Knowledge, Skills, Abilities and Experience:

- Knowledge of ADOT and federal transit programs, policies and procedures.
- Knowledge of the Americans with Disabilities Act (ADA), and its specific applications to public transportation.
- Knowledge of the principles, procedures and strategies of coordinated human services transit planning and coordination strategies.
- Experience working in public sector and nonprofit organizations and ability to quickly understand key programmatic activities and challenges.
- Knowledge of SEAGO policies, operations, and services.
- Experience in grant research, grant writing and/or grant reviewing.
- Ability to edit, maintain, and update the program's web and Facebook sites.
- Ability to analyze data and identify problems, develop potential solutions, implement strategies and evaluate outcomes.

Education, Experience, and Certifications:

An Associate Degree from an accredited college or university in Business or Public Administration or a related field is preferred, and two (2) years of progressively responsible experience with a public, private, or non-profit agency handling day-to-day administrative services, planning, operations or related activities, or any combination of related education, training and experience which provides the following **required knowledge, skills, and abilities**:

- Ability to establish and maintain effective working relationships with all levels of staff, community leaders, government representatives, clients, and people of varied social, cultural and educational backgrounds.
- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- Must be highly motivated and productive in a dynamic environment.
- Ability to provide leadership and work independently, with little direction.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Ability to work a flexible schedule that may include evenings, weekends and overnight travel.
- Ability to maintain confidentiality of personal information collected from clients and employees.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with interruptions and some irregularities in the work schedule.
- This position requires community work and occasional travelling to and from various community locations and numerous office sites. Therefore the selected individual in this

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position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.

- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver’s license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

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Approvals:

_____	Title: Assistant Regional Mobility Manager	_____
Name:		Date
_____	Title: Executive Director	_____
Name: Randy Heiss		Date



TITLE: GIS Analyst I
JOB CODE: 635
FLSA: Non-Exempt
PREPARED: January 2021

UPDATED:

Summary: Under general supervision, is responsible for the development, implementation, monitoring, evaluation, and coordination of all geographic information system (GIS) projects. Provides a high level of support for the GIS functions related to application and web portal development, research, analysis, and report development. The position is responsible for the development and maintenance of the SEAGO Transit Asset Management (TAM) database and the collection of traffic count data and management of SEAGO's traffic data management system (TDMS). The position coordinates updates to SEAGO websites and acts as technical services and data collection liaison to the state, public, and other MPOs, COGs, and local agencies.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as system administrator for GIS and TAM systems including maintaining software subscriptions, updates, and user accounts.
- Maintains seago.org website and all SEAGO transit-related websites including azmobility.org and seagotam.org.
- Collects, converts, and maintains data in SEAGO's GIS and TAM applications.
- Assists staff in applying new GIS technologies to facilitate the transfer of geographic-based information within SEAGO and to other agencies and the public, including assisting staff with GIS training needs.
- Configures ESRI mobile apps to perform basic field workflows, creating features, designing forms, and publishing online.
- Performs field data collection using a GPS data collector, digital camera and other equipment as provided by SEAGO.
- Collects traffic count data and ensure traffic count data is entered into the SEAGO Traffic Data management System.
- Attends and participate in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of GIS technology.
- Prepares accurate maps and records.
- Conducts mapping research in the field, in hardcopy documents, and electronic file formats.
- Installs software and hardware components.
- Provides instruction and assistance in using various computer applications to include website and database updates.
- Assists in the design and implementation of mobile apps for SEAGO programs.
- Provides web analytics reports for seago webpages.
- Maintains transportation/mobility management equipment inventory.
- Performs other related duties as assigned.

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Desirable Knowledge, Skills, Abilities and Experience:

- Methods and techniques of engineering, surveying, planning, and spatial analysis as it relates to geographic information systems.
- Superior attention to details, accuracy, personal initiative and considerable use of independent judgment.
- Skill in designing websites to include content organization and updates.
- Knowledge of SEAGO operations, policies and procedures.
- Skill in analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, assessing outcomes, and making recommendations for improvement to ensure compliance with various requirements.
- Possess outstanding organization and communication skills and maintain effective internal and external working relationships.
- Working knowledge of principles, techniques and applications of GIS programming and analysis, geographic database maintenance and quality control for information management.
- Skill in collecting, analyzing, and interpreting technical data.
- Ability to work independently with little supervision and to use sound independent judgement.

Education, Experience, and Certifications:

An Associates Degree in Geographic Information Systems, Computer Sciences, Engineering Technology, or equivalent; Civil Engineering Technologist (C.E.T.) designation or degree or certification in a closely related field; a minimum of 2 years' experience with GIS databases and editing using ESRI ArcGIS software and experience in developing and maintaining GIS data and other GIS output products including use of ESRI software and Global Positioning System (G.P.S) units for data collection; or any combination of education, training and experience which provides the following **required knowledge, skills and abilities:**

- Well-developed written and verbal communication skills; skill in communicating effectively, both orally and in writing.
- Demonstrated ability to learn, analyze and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments, prioritizing work and meeting deadlines with attention to accuracy and detail;
- Knowledge of administrative methods, office practices and procedures.
- Proficiency in use of personal computers and computer software, including word processing, spreadsheets, and e-mail applications, preferably Microsoft Office Word, Excel, and Outlook, ESRI ArcGIS, Zoho Creator/Forms/Sites; standard business software, and conventional office equipment.
- Ability to maintain records, prepare reports, and compose correspondence related to the work.
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic environment.
- Skill in composing, editing and correcting correspondence, reports and related documents.
- FAA Part 107 Certification (Small UAS Remote Pilot Certificate).

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Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require travel to various locations within the SEAGO region. The selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.
- Handheld GPS device.
- Traffic counting equipment including small drone.
- Smartphone for data collection

Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

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Approvals:

_____	_____	_____
Name: John Merideth	Title: GIS Analyst	Date
_____	_____	_____
Name: Randy Heiss	Title: Executive Director	Date



Transportation Program Administrator Job Description

TITLE:	Transportation Program Administrator	
JOB CODE:	106	
FLSA:	Exempt	
PREPARED:	May 2018	UPDATED: N/A

Summary: Under policy direction, coordinates the transportation planning process for the SEAGO region, and implements the Arizona Department of Transportation (ADOT) Work Program including public participation, infrastructure planning, and transit services. Collects, analyzes, and distributes various data for the region. Exercises considerable independent judgment to assure programmatic goals are met and is responsible for defined program outcomes. Manages program budget, funding, and expenditures; maintains communication, coordination, and relationships with an array of stakeholders at the federal, state, and local level.

Essential Job Functions: *The list that follows is not intended to be a comprehensive list; it is intended to be a representative summary of the major duties and responsibilities of the position. Incumbent(s) will be responsible for these duties, and may also be required to perform additional tasks, as required by ADOT or SEAGO.*

Surface Transportation Program:

- Works with ADOT Multi-modal Planning Division (MPD) on the development of a statewide public involvement plan that will guide outreach activities to stakeholders that include agency staff, elected officials, the public, and other interested parties.
- Coordinates maintenance of the SEAGO Transportation Web site with current and accurate data on a monthly or bi-monthly basis.
- Works with ADOT MPD and Federal Highway Administration (FHWA) to establish guidelines and procedures for compliance with Title VI/Environmental Justice requirements.
- Ensures that Highway Performance Monitoring System (HPMS) data is collected and maintained annually; gathers relative Population Data, Crash Data, and other data as necessary.
- Maintains the region's Transportation Improvement Program (TIP), updates with amendments as needed, and ensures it is fiscally constrained with the ADOT ledger and SEAGO internal ledger.
- Provides guidance to the Technical Advisory Committee (TAC) for selection of eligible projects to be funded from various funding sources.
- Monitors approved projects through completion by providing technical assistance to local jurisdictions, and working cooperatively with ADOT Local Government staff and District Engineers.
- Holds at least six TAC meetings per year. Responsible for agendas, information, and prepares minutes. Arranges for trainings to the TAC members throughout the year.
- Represents SEAGO at various ADOT meetings; serves on TAC's for the state and local jurisdictions; meets regularly with ADOT district engineers or staff.
- Works with ADOT and the TAC to prioritize and recommend improvements to roadways on the State Highway System; provides ADOT District Engineers with a prioritized list of recommended state improvements; provides input to ADOT on issues related to the connections between local roads and the State Highway System.

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106 Transportation Program Administrator

- Holds workshops, provides technical support to member entities, reviews grant applications for accuracy.
- Presents applications at the state Transportation Enhancement Review Committee (TERC). Ensures awarded local Transportation Enhancement projects are on the TIP, follows the projects to completion, and advocates for local jurisdictions with ADOT.
- Performs other related duties as assigned.

Public Transit:

- Hosts workshops for the application process, and assists agencies in the preparation of applications for the Elderly and Disabled (5310), and Rural Public Transportation (5311) programs. Reviews applications for eligibility, accuracy, completeness, and coordination with other Section 5310 and 5311 projects. Prioritizes applications consistent with the implementation strategy of the Regional Human Services and Public Transportation Coordination Plan.
- Updates the Human Services and Public Transportation Coordination Plan annually and maintains monthly/quarterly coordination meetings within the SEAGO region.
- Performs other related duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- Knowledge of the principles and practices of public administration, grant writing, and management.
- Knowledge of federal, state, and local laws, and regulations related to transportation planning.
- Knowledge of state transportation programs and services.
- Knowledge of the principles and practices utilized in research, analysis, program planning, development, and implementation.
- Knowledge of training, supervisory, and motivational techniques; knowledge of employee policies, procedures, and personnel administration methods; knowledge of equal employment opportunity and anti-discrimination practices.
- Knowledge of budget planning, development, management, administration, and financial reporting.
- Knowledge of community needs and resources available to meet these needs.
- Knowledge of the principles and practices of procurement and project management.
- Skill in conducting and facilitating public meetings, and in coordinating activities with local elected and appointed officials.
- Skill in planning and organizing work to meet program deadlines.
- Skill in establishing and maintaining effective working relationships with co-workers, member agencies, providers, and the general public.
- Skill in researching, gathering, analyzing, and reporting on the needs of the region.
- AICP certification preferred.
- Experience working with ArcView GIS 9.1 or higher is preferred.
- Spanish language skills are desirable but not required.

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Education, Experience, and Certifications:

A Bachelor's degree in public administration, planning, business administration, social services, or closely related field; a minimum of five (5) years demonstrated experience in program planning, program implementation, and program management in the public or nonprofit sector; or any combination of education, training, and experience which provides the following **required knowledge, skills, and abilities**:

- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, Access, and PowerPoint).
- Understanding of public sector and nonprofit organizations, and ability to quickly understand key programmatic activities and challenges.
- Demonstrated ability to work independently with strategic guidance and work well with a diverse array of stakeholders to achieve desired outcomes.
- Demonstrated ability to learn, analyze, and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail, while thinking broadly and handling a high volume of work.
- Ability to organize and maintain records, prepare reports, and compose correspondence related to the work.
- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic environment.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities in the work schedule.
- This position may require community work and travelling to and from various community locations, therefore the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to communicate by voice, use sight, and hearing.
- Ability to lift up to 20 pounds.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

- Must possess a valid State of Arizona driver's license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

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Grant Funded:

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Approvals:

_____	Title: Transportation Program Administrator	_____
Name:		Date Signed
_____	Title: Executive Director	_____
Name: Randy Heiss		Date Signed