

FINNEY COUNTY TRANSIT JOB OPENING - FULL TIME

Job Title:	Transportation Dispatcher	Job Section:	Transportation
Position:	Dispatcher	Posting No:	Until Filled

Transportation dispatcher is responsible for answering phones, scheduling rides in the computer aided dispatching web-based system, communicating with appropriate individuals regarding problems concerning transportation and recording fares. Be able to establish and coordinate the assigning, scheduling and routing of all transportation vehicles, maintain a variety of department records and perform a wide variety of specialized and analytical duties related with the safe and efficient operation of a comprehensive transportation system.

Special Knowledge & Skills:

1. Knowledge of local bus system and roadways throughout Finney County.
2. Must have pleasant personality and be able to deal safely, tactfully and effectively with the public.
3. Office organization with modern office methods and practices.
4. General public relations.

Education, Training & Experience:

1. High school diploma or equivalent.
2. Two years of related field experience preferred, however we will train the right person.

Other Job Requirements & Conditions:

1. Must be willing/able to work various shifts, Monday through Friday.
2. Must pass company-administered oral interview.
3. Must be able to meet standard physical requirements and pass company sponsored medical examination and drug screening.
4. Strong ability to be able to work diligently under light supervision.
5. Present a neat and professional appearance.
6. Performs other duties as assigned.



For qualified individuals with a disability who need a reasonable accommodation for the pre-employment process, please contact us at 620.272.3626 and ask for a director.