**EMPLOYMENT OPPORTUNITY**

**FACT SHEET**

**POSITION: Lead Transportation Support**

**LOCATION: Magnolia SCAT**

**HOURS: 8:00am – 5:00pm**

**FULL-TIME: X**

**Vacancy Notice: 12/6/21**

**APPLICATION DEADLINE: Open until filled**

**DATE POSITION TO BE FILLED: As Soon As Possible**

**SALARY: $ 13.25 per hour**

**JOB DUTIES:**

**Answer telephone, greet customers, route calls as appropriate and provide information to clients and staff. Compile and reconciliation of reports. Monitor inspection sheets daily. Filing and data entry.**

**Assists supervisor with the responsibilities for the daily operation and supervision of the transportation program within the defined service area and direct activities of drivers and staff.**

**Assist with the coordination of terminal and/or dispatching activities, communication operations and assignment of drivers. Inspect physical facilities of terminal and buses for cleanliness, safety and appearance, scheduling maintenance to meet prescribed standards. Process passenger complaints; take corrective action to improve customer relations and services. Check trip and dispatch logs for conformance with schedules. Ensure that all routes run on time and direct preparation and issuance of new schedules to terminal and operating personnel.**

**Assist with overseeing the training of drivers and other staff to improve services and operational activities as requested by supervisor.**

**Other duties as assigned**

**EDUCATION REQUIREMENTS: One-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.**

**EXPERIENCE NEEDED: Excellent customer service, computer, typing, phone and organizational skills required. Ability to multi-task, handle; sensitive/confidential information and work in a fast paced environment. Supervisory experience a plus.**

**OTHER REQUIREMENTS: Criminal Background Check and Pre-Employment & random drug/alcohol testing (DOT regulations). Frequently must lift and/or move up to 25 pounds.**

# “EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

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