



JOB ANNOUNCEMENT

PART-TIME DISPATCHER/SCHEDULER

Closing Date: Until Filled

Mason Transit Authority (MTA) is currently seeking a Part-Time Dispatcher/Scheduler. This position is responsible for receiving requests for transportation, coordinating client trips, trip dispatching, maintaining records, and coordinating drivers and assignments. This position requires the ability to follow instructions and apply acquired knowledge in responding to inquiries and requests to schedule service. This position requires outstanding customer service skills, excellent verbal and written communication skills, diplomatic and concise telephone and radio communication skills when dealing with the public and other employees, the ability to work with minimal supervision, the ability to coordinate demand for transportation with resources available to ensure economical and efficient transit services.

The successful applicant must have a high school diploma or GED, experience in multi-tasking, managing short deadlines, and working independently in a fast-paced, sometimes noisy environment with strong attention to details, keyboard and computer software experience and a general knowledge of Mason County geography and must be able to read maps. Experience in radio communications, passenger transportation and the ability to speak Spanish are desirable qualifications.

Passing a Skills test is part of the recruitment process. The successful applicant will be required to work flexible work hours/shifts.

Status: Part-Time, Non-Exempt, Safety-Sensitive
Hours Per Week: Approximately 20 – 30
Starting Wage: \$16.73 Per Hour
A Six-Month Probation Period begins at the conclusion of training

Interested applicants are required to submit an application and resume to:

Mason Transit Authority
Attn: Rikki Johnson, HR Manager
790 East Johns Prairie Road, Shelton, WA 98584
Phone (360) 426-9434, ext. 120
www.masontransit.org

Mason Transit Authority is an Equal Opportunity Employer