



JOB ANNOUNCEMENT

1 FULL-TIME & 1 PART-TIME DISPATCHER/SCHEDULER

Closing Date: Until Filled

Mason Transit Authority (MTA) is currently seeking a Full-Time and 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.

The successful applicant will be required to work flexible work hours/shifts.

Status: Full-Time & Part-Time, Non-Exempt, Safety-Sensitive
Hours Per Week: Full-Time 40; Part-Time Approximately 20 – 30
Starting Wage: \$16.73 per Hour
A Six-Month Probation Period begins at the conclusion of training

SELECTION PROCEDURE:

The most competitive applicants, who in the judgment of the Human Resources Department, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their resume/application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position. Passing a Skills test is part of the recruitment process.

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 and does not unlawfully discriminate on the basis of race, gender, wage, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Please let Mason Transit Authority know if you need accommodations in order to participate in the application process.