

JOB TITLE: TRANSPORTATION SPECIALIST

REPORTS TO: Director

PRIMARY DUTIES:

Transportation scheduling that shall include scheduling and coordinating the times of individuals on each route for maximum efficiency. This person will radio the tram driver with needed information including pickups and any changes to the schedule.

Transportation end of month reports and quarterly reports shall be filled out and ready for Director to review on or before the due date the Director sets.

All Vehicle information is kept up to date including scheduling vehicle maintenance and repair and keeping the vehicle books in good order and accurate. You will coordinate with the drivers on all vehicle-related issues.

Working understanding and compliance with ADOT requirements for vehicles and drivers including the 5310 and 5311 grant guidelines. (training will be provided)

Working understanding and compliance with procedure and policy set forth by the Pinal-Gila Area for Aging contract.

Answering the phone. This person shall be the primary on the phones and tasks shall include screening calls and directing them to appropriate party and take accurate messages.

Dispatch: This person answers the communications dispatch with all drivers.

Lunch scheduling shall include taking reservations and cancellations.

Greeting customers and assist customers with their questions and be able to direct them to the appropriate resource.

Membership enrollment that includes letting the person know what the Senior Center has to offer, the business partners, fess and laminate cards.

Direct emergency calls phoned in by our drivers and volunteers, write out incident reports and report to the appropriate party including the Director.

Handle money that includes taking donations, membership dues and lunch monies. Make copies of all checks and record all monies received on the daily deposit sheet.

Coordinate and communicate with other staff the status of clients still out on the bus route, any changes in meals on wheels, the lunch schedule status, the cash received status and any other items that require some action that day prior to leaving.

Organize desk and files so that other staff and volunteer can easily find information.

Paperwork is filed and forms are readily available. Copy and fax as needed by others.

HOURS: Monday through Thursday 8am to 4pm and Friday 8am to 12pm. Hours are subject to change at the direction of Director or Board.

OTHER DUTIES:

Assist as needed with other tasks at the Payson Senior Center.
Be a team player – Respect and help our seniors, volunteers and fellow employees – Maintain a good and professional attitude while at the Center and when representing the Center.

DRESS CODE:

Professional casual attire with no stains, rips or tears. You represent the Senior Center and clothing should not be offensive to our visitors. The Director and Board have the right to determine if a piece of clothing is inappropriate attire that needs to be changed.

REQUIREMENTS:

Must have a current Level 1 Clearance Card.
Must be computer competent and proficient with Word and Excel
Must be able to stay at dispatch desk for 4 hours with reasonable breaks.
Must be able to speak and read English and communicate clearly with staff, volunteers, vendors and the public.
Must have good writing skills.
Good Attendance.

The Payson Senior Center is a non-profit organization. Salary and benefits are determined by funding availability. Payson Senior Center adheres to the Equal Employment Opportunity and Affirmative Action