

Cascade County

Job Vacancy Announcement

Position: Senior Transportation Coordinator	Closing Date: February 22, 2012
Dept.: Aging Services	Dept. Adm.: Rob Rung
Type of Position: Full-time	Salary: \$10.19 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

DESCRIPTION OF POSITION

This position functions in the capacity of Senior Transportation Coordinator and an administrative support to the Director of Cascade County Aging Services. Primary responsibilities will be dispatch and scheduling of rides, front line contact via telephone, walk-in clients, and general administrative duties including clerical, data entry/processing, tracking vehicles and liaison for vehicle maintenance and repairs. Interacts positively with co-workers, other county employees, clients, families, and general public. Supports professionals and others in the community in a professional and respectful manner at all times; adheres to the standards of confidentiality of all information involved with program/service participants, staff and/or fiscal matters; answers a multi-line telephone system and directs calls to appropriate program personnel or answers questions about programs; answers and returns phone calls in a timely and courteous manner; exercise patience and calming effect with senior clientele; takes appointment requests from clients for use of Senior Transportation; organizes driver pick-ups and schedules each morning in consultation with drivers; issues Intake Forms for users of the Transportation Program; maintains mileage logs for all department vehicles; reports mileage on monthly basis to County Vehicle Shop and makes arrangements for regular maintenance or repairs as necessary; uses radio to communicate with drivers when clients are ready to be picked-up for return trips home; checks vehicles in and out on weekly or daily basis as determined by program needs; completes all forms and documentation as required, in a timely manner; enters data of riders and clients into State Database System; places orders for all supply orders for programs within Aging Services; attends all job related training mandated by Aging Services; acts as a back-up driver when need arises; performs other related duties as assigned.

JOB REQUIREMENTS

Knowledge and understanding of: Office practices, procedures, filing and record keeping; County, State, and Federal regulations regarding transportation of seniors and Aging Services policies to comply with said regulations; Cascade County Human Resource Policies and procedures; safety rules, procedures, and practices.

Skills in: Organization and time management; operating a variety of office equipment including but not limited to the fax, phone, calculator, typewriter, computer, copier;; analyzing and compiling information; Microsoft Office software, (Word, Excel, Outlook), Web based software; Internet and E-Mail; data-entry; multi-line telephone system and radio dispatch system.

Ability to: Establish effective working relationships with other Aging Services staff, State agencies, other county departments, employees and the general public; pleasantly and efficiently greet the public; maintain updated files and the accuracy and detail of all documents; communicate effectively both verbally and in writing, and to follow verbal and written instructions; respond promptly to requests for service and assistance from the public and various office personnel; work with grace under pressure and stressful situations; gather, compare, and summarize data from a variety of sources; read and comprehend materials; adhere to standards of confidentiality; follow verbal and written instructions; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observe established lines of authority; identify problems that adversely affect the organization and its functions and offers suggestions for improvements.

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or GED **and** two (2) years experience performing general office duties. Experience with Senior clientele is preferred. Must possess a valid Driver's License issued by the State of Montana.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER