

POSTITION AVAILABLE

PUBLIC TRANSIT SPECIALIST/DISPATCHER

Alleghany in Motion/Alleghany County is currently accepting applications for a Public Transit Specialist/Dispatcher. Work includes developing daily driver schedules, scheduling passengers; assigning drivers and equipment based on the needs of the passenger; entering information into the scheduling database and general administrative duties in support of the department. Work also includes assisting the drivers in the office and by telephone giving directions and rerouting as necessary; and some driving and training duties. Work is supervised by the Public Transit Director. A complete job description is available upon request.

Education & Experience: Graduation from high school, a good driving record, and experience in an administrative role involving customer service; or an equivalent combination of education and experience. Public transit experience desirable. Additional requirements are valid driver's license verified by DMV background check, able to obtain certifications in all required areas of training, random drug and alcohol testing at any time during employment and must be 21 years of age.

Successful candidates will be subject to pre-employment drug testing and a criminal background check.

Starting salary is \$32,023. Full time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Position is open until filled. Applications are available through NC Works Online and the Alleghany County Human Resources/Finance Office in the Administration Building, 348 South Main Street, LL60 and LL70, Sparta, North Carolina 28675. Job application and position ad is also available at www.alleghanycounty-nc.gov. Alleghany County is an EOE.