

Job Posting

Position: Dispatcher
Supervisor: Transit Director
Date posted: 12/05/2024
Contact: Human Resources

Duties:

1. Dispatch—answer telephone and schedule riders daily.
2. Use radio to receive and give messages to the drivers.
3. Take phone calls and answer questions.
4. Prepare paperwork and schedules for following week's schedule.
5. Sell tokens and monthly passes to passengers.
6. Track number and status of riders. Keep records of charges for no-shows and instruct drivers when charges must be paid before person in arrears may ride.
7. Record funds taken in, for both monies collected from buses and monies collected in office. Fill out report of collections for Clerk-Treasurer's Office.
8. Write up claims to be paid by Clerk-Treasurer as well as documenting on the computer and then give to transit staff manager for signature.
9. Perform other duties as assigned by the manager.

Job Requirements:

- High school diploma required.
- Experience in dealing with the general public.
- Knowledge of city streets helpful.
- Must be able to be bonded.

Hours:

- M-F hours varies
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Applications should be submitted to Human Resources, City Hall, 301-309 N. Chestnut, Seymour, IN 47274. EOE The City of Seymour is a drug-free workplace.