

FAYETTE COUNTY

TRANSPORTATION INFORMATION SPECIALIST

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To schedule, arrange and coordinate transportation for clients of various County social service agencies or programs.

ESSENTIAL FUNCTIONS OF JOB

1. Answers telephone calls and receives requests for transportation; determines eligibility of callers; also responds to routine questions of callers.
2. Charts clients appointments for transportation and assigned units; maintains accurate and appropriate records of client eligibility and use of transportation.
3. Plans and coordinates transportation schedules for all drivers.
4. Types lists, forms and a variety of documents, reports and correspondence for department as required.
5. Reconciles trips and makes adjustments regarding fare charges or other discrepancies.
6. Prepares monthly reports, reconciles trips and prepares other documents, reports as required by program/agency.
7. Utilizes computer, calculator, typewriter and other office equipment as required to perform essential job duties.
8. Performs file maintenance of records and log sheets as required.

OTHER DUTIES OF JOB

1. Attends training, in-services, meetings as required.
2. Performs other job-related duties as required.
3. Assists in preparing Asample@ of department program.

SUPERVISION RECEIVED

Receives occasional instruction and limited supervision from Supervisor in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate work space, lighting, ventilation, but subject to fluctuations in temperature.
2. Normal exposure to noise, stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

Position Description

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods of time with occasional standing, sitting, walking, reading and grasping as necessary to carry out essential job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso, as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with weight of ten pounds.

QUALIFICATIONS**A. EDUCATION/TRAINING**

High School diploma or equivalent required, plus some computer training.

B. WORK EXPERIENCE

3-6 months working experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers, agencies and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess the organizational skills and ability to schedule transportation in an efficient and effective manner.
6. Must possess the ability to type and operate calculator accurately and maintain efficient records.
7. Must possess ability to verify and reconcile transportation trips and to complete appropriate reports in an efficient, accurate and timely manner.

