

Tucson's paratransit agency since 1987!



OPERATIONS MANAGER

CLOSING DATE: Open until filled

SALARY: \$50,000-\$63,000

QUALIFICATIONS: Requires an associate's degree, or equivalent and a minimum of three years' experience related to job tasks. Must possess basic knowledge of Trapeze or other transit related software, as well as Microsoft Office.

BRIEF DESCRIPTION:

Plan and monitor the direction of the operations department and provide supervision to personnel. This is accomplished by managing personnel; providing customer relations; writing and implementing policies and procedures; maintaining on-time performance that is equal to or better than established standards; and managing the operations department to achieve a high level of productivity (passengers per revenue hour). Responds and manages customer complaints.

Ability to write reports, prepare business letters and summaries with proper format, punctuation spelling and grammar.

Possess the ability to recognize the kind of information that must remain confidential and maintain confidential information. Other duties include assuring safety procedures are followed and also coordinating communications between departments.

BENEFITS: Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

TO APPLY: Apply at 3401 E. Ajo Way, or download an application from our website at www.suntran.com and fax it to (520) 884-5382 or e-mail it to James Sims, Human Resources Director at James.Sims@tucsonaz.gov.

*If selected for a position, Sun Van requires a background investigation and a pre-employment drug screen.
We are an Equal Opportunity/Reasonable Accommodation Employer.*

