

Tucson's paratransit agency since 1987!



SCHEDULING & DISPATCH 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, with an emphasis on Excel.

BRIEF DESCRIPTION:

Monitor and analyze operational and call center data to assure that all appropriate actions are taken to manage the reservation and dispatch function so they are performed at or above established standards and goals. This is accomplished by managing and directing scheduling and dispatch supervisors in the department; monitoring productivity; establishing standards, policies and procedures; forecasting passenger demand; and compiling reports. Other duties include responding to customer complaints and conducting public relations.

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

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.*

