

Assistant Transportation Manager

TIME: Part-time (25 hours per week)
BENEFITS: Health, Dental, Cafeteria Plan
SALARY RANGE: \$13.50/hr
STATUS: Non-Exempt
REPORTS TO: Transportation Manager



Independence, Inc.
2001 Haskell Ave.
Lawrence, KS 66046

GENERAL JOB DESCRIPTION

This individual will coordinate transportation services for persons with disabilities. This individual will dispatch rides; assist the Transportation Manager in daily operations in a manner complementary to the spirit and intent of the independent living philosophy.

DUTIES AND RESPONSIBILITIES

- Assist Transportation Manager in the development of the transportation department budget.
- Assist in coordinating the agency vehicle operations with other transportation providers.
- Assist Transportation Manager in assembling documents for monthly reporting and KDOT yearly application renewals.
- Assist with transportation public relation efforts.
- Provide back-up Transportation Manager activities when Transportation Manager is out of office including coverage for vacation/sick leave.
- Back-up driving when necessary and/or according to scheduling or heavy ridership days.
- Receive consumer requests for transportation and schedule/dispatch rides.
- Maintain appropriate interpersonal relationships with employees, peers, and consumers.
- Assist consumers with individual advocacy and training efforts as time allows.
- Provide systems advocacy as opportunities arise or are requested by supervisor.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Valid Kansas driver's license and good driving record.
- High School diploma and at least two years professional experience.
- Direct experience in the management and training of personnel.
- Demonstrated ability to complete tasks in a timely manner.
- Working knowledge of computers; database management, spreadsheet, and word processing software packages.
- Demonstrated ability to research, interpret and apply government regulations and policies.
- Demonstrated ability to establish and maintain systems of tracking data electronically
- Demonstrated ability to provide excellent customer service.
- Ability to pass drug screening and be subject to random testing in accordance with Department of Transportation regulations.
- Demonstrated ability and willingness to work cooperatively with other staff, community and/or professional groups and organizations.
- Ability to pass Department of Transportation (DOT) physical and obtain a medical card.

PREFERRED QUALIFICATIONS

- A.A. degree in related field (communications, business)
- Experience in providing services for people with disabilities.
- Administrative experience of a transportation system.
- Qualified person with a disability.
- Grant writing experience.

All programs and employment positions of Independence, Inc. are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.

The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities.

Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process.

A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call 785/841-0333.