

CITY OF IRVINE IS HIRING!

Transit Program Dispatcher

Transportation Services

\$30.56 - \$48.05 per hour

Part-time: Up to 30 hours per week

*The City of Irvine is seeking a motivated individual with transportation services experience. The Transit Program Dispatcher will coordinate and lead transit service personnel by providing fleet scheduling, dispatching, and routing support for the City of Irvine Transportation Services program. **This position is Part-time with a schedule requirement of up to 30 hours per week, Monday through Friday.***

Your Impact:

- Coordinate and lead transit dispatch center activities during assigned shifts.
- Develop and design driver's routes and work schedules.
- Receive reservation requests and negotiate passenger departure and pick-up times to ensure safe and efficient routes and schedules.
- Provide supervision to administrative staff and para-transit drivers.
- Develop and provide training and guidance to new driver personnel.
- Serve as program lead over a variety of administrative functions including but not limited to: participant registration, fee processing, program data/reports, supply purchases, marketing, and community outreach.
- Arrange, repair, and maintenance of faulty equipment to the proper agency or department.
- Act as liaison between Transportation Services and various City departments to coordinate organizational needs.
- Perform day-to-day supervisory duties and operations in the absence of a supervisor.

Minimum Qualifications:

- High school diploma or equivalent.
- Three years of dispatching and scheduling experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Possess, or ability to obtain a valid California driver's license.
- Required to obtain CPR/First Aid certification within three months of employment.

Best Fit:

- Experience operating transit or paratransit vehicles.
- Class B California Driver's License with passenger endorsement highly desirable.
- Experience utilizing transportation software to support public transit operations.
- Exceptional interpersonal skills and a passion for customer service.
- Strong data entry skills and proficiency in Microsoft Word, Outlook, and Excel.
- Ability to manage challenging situations, effectively troubleshoot issues, and identify solutions.

For more information, and to apply by **February 26 at 5PM**, scan the QR code with your smartphone, or visit:

cityofirvine.org/jobs

