

COUNTY OF IONIA

POSITION OPENING

Commission on Aging

Title: Transportation Coordinator

Pay Grade 8/\$16.52/hour+ full county benefit package.

One Full-time position

Minimum Qualifications: High school diploma or GED. Excellent computer skills including MS Office required. Transportation or other scheduling experience highly preferred. High comfort level using new technologies and training others in how to use them. Genuine enthusiasm about transportation is a big plus!

One to two years of experience working with older adults, or educational experience which provides the requisite knowledge, skills and abilities needed for this position.

A valid Michigan driver's license and excellent driving record is required.

General Summary: COA's Transportation Coordinator is responsible for the coordination of our Transportation Department, including our fleet of agency vehicles for both transportation and meal delivery.

Essential duties include: screening and assessing of clients, scheduling of transportation trips, dispatch of vehicles, scheduling staff, overseeing paid and volunteer transportation staff, applying and ensuring adherence to policies and procedures set by agency & funding sources, scheduling vehicle maintenance, driver training and certification, acquisition of transportation supplies, documentation of all transportation trips in agency database software, and more.

Documentation and reporting responsibilities include reviewing and correcting data for monthly and quarterly close, preparing monthly unit and contribution reports for Agency Director, scheduling, tracking and documenting staff training and vehicle maintenance requirements, transportation billing, and more.

Coordinator works with the Agency Director to plan and write specs for vehicle purchases/replacements, acquisition of equipment and technology to support transportation, amending or creating new policies and procedures, and the delivering of excellent service overall. Runs point on recruiting and onboarding transportation staff and volunteers.

Opportunity to take on additional agency work in area of interest. Potential for this position to manage transportation procurements, assist with grant writing, liaise with funding sources and travel to transportation trainings and seminars.

Essential skills include: ability to prioritize tasks to be completed, ability to meet deadlines, ability to guide and correct staff and enforce policy, able to keep a calm head under pressure, long range and short term planning skills.

A completed Ionia County Application for Employment, along with a cover letter and resume, are required. Please submit to:

Ionia County Administrative Building
Human Resources
101 West Main Street
Ionia, MI 48846

DEADLINE FOR ACCEPTING APPLICATIONS: June 18, 2021 3:00pm

Ionia County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.