PARATRANSIT DISPATCHER

CAT is seeking a Paratransit Dispatcher. Under general direction, this position performs public transportation and paratransit scheduling, routing, and dispatching duties; operates a variety of communication equipment, including a two-way radio, telephone, computer mobile dispatch terminal and scheduling systems; creates, maintains and monitors computerized driver manifests/schedules; and responds to requests for service and provides a variety of information to passengers and the general public. Provides general supervision and direction to the paratransit vehicle operators.

Must be able to multitask and demonstrate responsible work experience of at least 3 years dealing directly with the public. Dispatch experience and some experience in a demand response operation preferred. Should have knowledge of Dauphin and Cumberland Counties and surrounding areas. Knowledge of MS Office Suite is required. High School Diploma or GED required. Wage is $14.00 per hour DOE. Applications being accepted until March 3, 2015. Applications and a full job description can be obtained at www.cattransit.com or the CAT main office; 901 N. Cameron Street, Harrisburg, EEOE