



## **TRANSIT DISPATCHER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs public transportation and paratransit (Americans with Disabilities Act/Dial-A-Ride) scheduling, routing and dispatching duties; operates a variety of communication equipment, including 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.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide public transportation and paratransit dispatching and routing services to seniors, disabled individuals certified under the Americans with Disabilities Act (ADA) and the general public; dispatch fixed-route and paratransit vehicles as appropriate.
2. Create, maintain and monitor computerized daily manifests/schedules for dispatching and routing transit services; modify and update schedules to improve services.
3. Monitor computer and two-way radio for information regarding scheduling issues and field situations; notify field supervisor of situations requiring attention.
4. Receive, screen, maintain and update Dial-A-Ride applications for mobility-impaired public transportation services.
5. Perform a wide variety of clerical duties including answering a multi-line phone, receiving and sorting mail, and data entry and typing duties; maintain accurate records, logs and files on transportation and paratransit services; create monthly reports.
6. Provide a variety of public transportation information to passengers, the general public and other public agencies; provide quality customer service and respond to public inquiries and requests for service in a courteous manner.
7. Respond to the activation of the City's emergency operation center by assisting in the coordination of transportation for emergency personnel, resources, equipment and supplies as needed.
8. Assist clerical support staff with other general office duties as needed.
9. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Methods and techniques of delivering public transportation and paratransit services to seniors and disabled persons certified under the ADA.  
Methods and techniques of dispatching commercial passenger vehicles.  
Correct English usage, spelling, grammar and punctuation.  
Modern office procedures, methods and equipment including computers.  
Principles and procedures of record keeping.  
Dispatching techniques with the use of two-way radio systems for communicating and receiving information.  
Streets, landmarks, and geography of the City of Simi Valley.  
Pertinent federal, state and local laws, codes and regulations governing public transportation for seniors and individuals certified under the ADA.

### **Ability to:**

Provide safe and reliable public transportation services to the mobility impaired.  
Create and maintain a detailed schedule for providing dispatching services.  
Respond in a courteous manner to requests and inquiries from the general public.  
Effectively handle difficult and sensitive citizen inquiries and complaints.  
Understand and follow oral and written instructions.  
Operate office equipment including two-way radios, computers and supporting word processing, spreadsheet, and database applications.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Perform a wide variety of general clerical duties.  
Maintain accurate and complete records of transportation and paratransit services.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in communications or a related field.

### **Experience:**

Two years of increasingly responsible communications, dispatch or clerical experience.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting; exposure to computer screens; may be required to work holidays and weekends.

**Physical:** Essential and marginal functions may require maintaining physical condition necessary for sitting or walking for prolonged periods of time; extensive use of computer keyboard.

**CITY OF SIMI VALLEY**  
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**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Established: September 2008