



SUNSET EMPIRE TRANSPORTATION DISTRICT

OPERATIONS ASSISTANT – Full-Time \$16.40 -\$21.93 per hour Excellent Benefits

Sunset Empire Transportation District is seeking applications for a full-time Operations Assistant. The Operations Assistant will assist in the Operations and ParaTransit departments and will perform administrative and clerical duties, call taking, and dispatch contributing to the overall effectiveness of the SETD operation. This position is a safety sensitive position and requires you to do a pre-employment drug test and places on random testing for drug/ and or alcohol.

Duties include:

- Employ knowledge of ADA Paratransit rules and internal operating processes in all aspects of the job.
- Receives calls for paratransit scheduling, entering ride request in computer for future dispatching.
- Contact Paratransit clients about next day's trips.
- Maintain client and trip information in computer database in an accurate and efficient manner.
- Provide information and education to clients regarding program requirements, eligibility, and reservation procedures.
- Fill in for the Paratransit Supervisor as needed.
- Attend Driver meetings, take and type minutes as needed.
- Document and forward any compliments and complaints.
- Assist with the emptying of Fixed Route and ParaTransit bus vaults and prepare deposits.
- Receives incoming calls on a multi-line telephone system, screen, and transfers calls to appropriate staff.
- Greet visitors that come into the office and provide information as requested.
- Assist with tickets/passes for drivers when needed.
- Assist with keeping forms in break room stocked and bus schedules stocked.
- Make signs for buses as requested.
- Attend training classes as directed.
- Other duties as requested.

Knowledge of Microsoft Office, Excel, computer data entry and cash handling is required. Knowledge and experience of transit scheduling and proficient bilingual Spanish skills is desired. The District will train on Ecolane transit scheduling system to proficiency.

Pre-employment drug test and background check required. \$16.40 - \$21.93 DOE with excellent benefits. The District pays 100% of employee health, vision and dental insurance plus a \$1,500 HRA, and provides paid leave of 12 vacation days, 12 sick days and 9 holidays per year.

Applications and job description are available at the Astoria Transit Center 900 Marine Drive Astoria Oregon or the Seaside Transit Office 39 N. Holladay Dr. Seaside Oregon and on our website at www.ridethebus.org, www.indeed.com/jobs, and www.oregon.gov/jobseekers

Deadline: Wednesday, September 8, 2021 at 5:00p.m.

The Area

Astoria is in Clatsop County where the Pacific Ocean meets the mighty Columbia River. The area is rich in its natural beauty and a destination spot for people from all over the world. There are many historical aspects to the area including being located at the end of the Lewis & Clark trail.

Mission Statement

Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy.

To Apply

Return application along with a resume to SETD Attn: Sue Farmer, Human Resources, 900 Marine Drive, Astoria, OR 97103 or Fax at 503-861-5375 or Email to sue@ridethebus.org.

Sunset Empire Transportation District is an Affirmative Action/Equal Opportunity Employer.

Sunset Empire Transportation District operates its programs without regard to race, color, religion, sex, sexual orientation, gender identification, national origin, marital status, age or disability in accordance with Title VI of The Civil Rights Act, ORS Chapter 659A or other applicable law. Alternative formats of this information are available upon request. For more information please contact Mary Parker 503-861-5370 or mary@ridethebus.org