



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

September 13, 2019

TO WHOM IT MAY CONCERN:

The City of Marion has a need to hire a person for the following position at the **Marion Senior Center**.

**Transportation Coordinator** - This is a part-time, non-exempt position, with a pay rate of \$11.02 per hour. Job Description is attached.

**Note:** - A high school diploma or GED is required.

- A valid Ohio Driver's License without restrictions and is free from any requirement of High-Risk Liability Insurance is required.
- Must be comfortable and familiar using a computer and Microsoft Office products.
- Must be able to communicate on the phone and radio.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, September 16, 2019 at 8:00 am

Application Closing Date/Time: Friday, September 27, 2019 at 12:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O'Neil, Affirmative Action Secretary  
City of Marion

**Attachment**

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION, OHIO  
MARION SENIOR CENTER  
JOB DESCRIPTION**

**Job Title:** TRANSPORTATION COORDINATOR  
**Department:** Senior Center  
**Reports To:** Director  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources Director  
**Prepared Date:** September 13, 2007

**SUMMARY:** With the purpose of assisting elderly clients to remain independent in their homes this position is created to Schedule and Dispatch vehicles in response to telephone requests for service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

- Answers telephones and/or checks messages;
- Obtains caller's name and location and arranges the appointment;
- Records name, location, time of call, and service requested;
- Operates two-way communications equipment to dispatch the agency vehicles;
- Maintains accurate client files and other records as needed;
- Records operation/maintenance requirements relating to vehicles; ie gas, oil, needed repairs, etc.;
- Types memos, correspondence, reports and other documents;
- Issues passes when required; arranges future appointments and answers inquiries;
- Performs variety of clerical duties;
- Regular and predictable attendance.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills:** Ability to add, subtract, multiply, divide and compute rate, ratio, and percent.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** Word Processing and Spreadsheet Programs preferred.

**Certificates, Licenses, Registrations:** Valid Ohio Driver's License preferred.

**Other Skills, and Abilities:** Ability to operate telephone switchboards, two-way communications equipment and most types of office equipment. Needs warm and outgoing personality in order to relate well with clients and others in the work place.

**PHYSICAL DEMANDS:** Physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.