



**JOB OPENING**

<b>JOB TITLE</b>	<b>Senior Division Van Dispatch</b>
<b>POSTING DATE</b>	October 18, 2024
<b>CLOSING DATE</b>	<b>Open Until filled</b>
<b>DEPARTMENT/DIVISION</b>	Special Services/Costick Center
<b>EMPLOYEE GROUP</b>	General
<b>EMPLOYMENT STATUS</b>	Part-Time, Regular (25 hours/week)
<b>START DATE &amp; WORK SCHEDULE</b>	<b>ASAP</b> <b>The dispatch office is open Monday- Friday, 8:30 am – 3:30 pm.</b>
<b>PAY RATE</b>	\$13.50-\$15.50
<b>PREVIOUS WORK EXPERIENCE</b>	Experience scheduling and working with the public helpful. Experience working with older adults is desirable but not required
<b>EDUCATION:</b>	High school graduate or equivalent
<b>SPECIAL SKILLS &amp; TRAINING</b>	Excellent driving record, Chauffeurs license is required within 30 days of hire. Familiarity with Farmington/Farmington Hills is preferred. Excellent customer service skills and patience. Must be able to follow directions and read maps.
<b>BASIC RESPONSIBILITIES</b>	Schedule community transport for senior adults and people with a disability from home to shopping and medical appointments.
<b>HOW TO APPLY</b>	All candidates must complete a City of Farmington Hills <a href="#">employment application</a> . Applications are located at <a href="http://www.fhgov.com">www.fhgov.com</a> or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to <a href="mailto:hr@fhgov.com">hr@fhgov.com</a> or in person to the HR Department for consideration.

**EQUAL OPPORTUNITY EMPLOYER**