JOB OPENING

JOB TITLE:	**Senior Division Van Dispatch**
POSTING DATE:	11/5/2026
CLOSING DATE:	**Open until filled.**
DEPARTMENT/DIVISION:	Special Services/Senior Division
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Regular Part-Time
START DATE & WORK SCHEDULE:	ASAP 25 hours per week, daytime hours.
PAY RATE:	$14.00 - $15.50 per hour
PREVIOUS WORK EXPERIENCE:	Experience scheduling and working with the public is helpful. Experience working with older adults is desirable but not required.
EDUCATION:	High school diploma or equivalent preferred.
SPECIAL SKILLS & TRAINING:	Excellent telephone and customer service skills. Must be able to multi-task, attend to details, and demonstrate good organizational skills. Must work well individually and as part of a team. Proficiency in Microsoft Office preferred.
BASIC RESPONSIBILITIES:	Schedule community transportation service to medical appointments, grocery shopping, and other appointments for older adults and people with disabilities. Track clients and mileage and compile records. Drive vehicle when necessary. Provides excellent customer service in person, via email, and over the phone to patrons. Other duties as assigned.
HOW TO APPLY:	All candidates must complete an online application. Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.