



NOTICE OF VACANCY

TITLE Transportation Coordinator, Salem Council on Aging
POSITION STATUS: Full-time, 35 hours per week, non-union position w/benefits
REPORTS TO: Council on Aging Director
SUPERVIISON EXERCISED: Van drivers
SALARY: \$55,000.00 - \$60,000.00; DOQ with excellent benefits.

JOB SUMMARY

Position includes coordinating transportation services for Salem residents who are 60 and older and individuals living with a disability, including scheduling, routing and dispatching, as well as ensuring that Council on Aging (COA) vans are properly registered, inspected and in safe working order.

DUTIES INCLUDE

Supervise van drivers, including preparation of route schedules and their compliance with COA transportation policies. Assist in the recruitment and hiring process of additional drivers as needed.

Coordinating schedule of rides, including creating routes, establishing daily schedules, prioritizing requests and dispatching. Coordinating with other COA departments, AgeSpan, City of Salem Planning Department for Community Development Block Grant funding and similar agencies and organizations with which the program interacts regularly.

Review, record and analyze ridership statistics, including documentation of passenger donations. Continually evaluate transportation policies for efficiency and make recommendations to the director.

In conjunction with the COA Director, establish and maintain a strong relationship with other appropriate agencies for the maintenance and safe operation of COA vans.

Serve on Committees regarding city initiatives as required. Meet regularly with the Director of COA.

Annually organize CPR, driver-sensitivity and other training courses (at no cost), at the discretion of the director and coordinate same for drivers. Maintain, update, review employee driving records. Oversee Inspection and Maintenance of Vehicles. Work closely with DPS and local garages for service.

Other duties as assigned and as requested by the COA Director.

KNOWLEDGE, SKILLS AND ABILITIES

Proficient grant writing and reporting skills to secure annual funding as well as the ability to pro-actively research and seek out additional funding opportunities.

Demonstrated proficiency with Web navigation and website updating, along with computer applications, including Internet Explorer, Microsoft Word, Microsoft Excel and Outlook Express.

Ability to deal with highly stressful situations while quickly resolving issues, ability to drive a 14-passenger van, when needed.

QUALIFICATIONS:

Minimum of Bachelor's degree. Excellent organizational skills

At least two years' previous supervisory experience or any equivalent combination of training and experience that demonstrates possession of required knowledge, skills and abilities.

Valid Massachusetts driver's license, in good standing (driving record will be required).

Strong interpersonal skills with patience and interest in senior population and those individuals living with a disability.

Working knowledge of Salem streets and neighborhoods.

Ability to speak Spanish preferred, but not required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

More than half the time is spent in a normal office setting. Noise level in office is moderate, depending upon program(s) taking place. Occasionally drives the COA van. Regularly use of computer keyboards and two-way radio, regular need to communicate with others, and employee is required to be mobile. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified individuals may apply to the City using this email address: jobs@salem.com; position open until filled.

City of Salem, HUMAN RESOURCES
Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

DATED: JUNE 27, 2024