



Crowley's Ridge Development Council, Inc.
Position Posting Form

Position Title: Dispatcher/Administrative Assistant - Part-Time
Program Name: North East Arkansas Transit (NEAT)
Posting Dates: From: 10/11/2023 To: until filled Time: N/A
Rate of Pay: \$ 11.00 / Hour Job Location: Jonesboro

Jennifer L. Johnson,

Application Should Be Submitted To: Director of Food Services & Transportation

Qualifications:

- * Diploma/GED and 2+ years office experience
- * Dispatcher experience preferred
- * Possess excellent written and oral communication skills
- * Excellent computer skills (Email, Internet & Microsoft Office)
- * Must work well within a team environment, independently and with the public
- * Able to multi-task and meet project deadlines as needed
- * Valid driver's license with a minimum of a Passenger "P" endorsement or be willing to obtain the endorsement
- * Current liability insurance, Clean driving record
- * Must be able to pass a DOT drug screening and background check
- * Have or be willing to obtain a current medical clearance statement from a physician

General Duties/Special Requirements or Conditions:

Responsible for general clerical duties associated with the position. Including but not limited to the completion of daily/monthly reports, scheduling of all rides, data entry of all trip sheets, billing and completion of vehicle maintenance scheduling and repair logs. Prepare and communicate daily schedules and updates as necessary to all Drivers. Promotion of the NEAT Program to the public. Relief Driver as needed. Must be able to sit/ride in a vehicle for extended periods of time, able to physically bend, squat & lift up to 30lbs. Some travel is required, overnight if necessary to meet funding requirements.

Concurrent External Advertisement? X Yes No

Note to current CRDC employees: You must submit an up-to-date CRDC employment application

Our community action agency does not discriminate on the basis of race, color, national origin, age, gender, religion, or disability status. Customer diversity is wholeheartedly embraced in both our service delivery systems and hiring practices as we strive to eliminate the causes of poverty in Northeast Arkansas.

**Applications are available at the CRDC Administrative Offices:
2401 Fox Meadow Lane Jonesboro, AR 72403 (870) 802-7100**