

# City of Las Vegas Career Opportunity

Applications are being accepted for a part-time Transit Dispatch/ Driver for the City of Las Vegas Transportation Division (Meadow City Express).

**Entry Level:** \$9.84

**Nature of Job:** Work involves the application of moderately complex clerical and office skills. Work extends to scheduling rides, operating a radio communication system and driving. Work is performed in accordance with established departmental policies and procedures. Employee is expected to exercise independent judgment within these policies based upon experience. Functions as office clerk, prepares and types correspondence and maintains files. Answers telephone for the municipal transit system. Provides information in response to inquiries about the municipal transit system. Schedules, confirms and changes driver schedules as necessary. Assists passengers with trip planning and scheduled rides. Assists in preparing monthly statistical reports. Assists with handling procurement for the department. Handles cash in a secure, accurate and honest manner. May be required to operate and drive a transit vehicle when adequate driver coverage is needed. Communicates with transit drivers via radio communication system. Performs related work as required. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** High School Diploma or equivalent. Must possess and maintain a valid New Mexico Driver's License, may be required to possess a CDL License, and must be insurable by the City's insurance carrier. Must pass a background check and other pre-employment conditions that may be required.

**Posted:** General Public – November 6, 2018 Until Filled.

**In-house:** Regular full-time, part-time, seasonal, temporary and probationary employees are eligible to apply in-house with the consent of the current Director; A letter of interest along with an application/resume must be submitted to the Human Resource Manager and the Director of their current department.

**Reviewed and approved for publishing by:**

  
Ann Marie Gallegos, Interim City Manager

  
Human Resource Manager