

Posted 1/10/2023

The Town of Clifton Park is hiring for the position of Senior Van Dispatcher Part-time M-F 9am-1pm

Grade 2 Step 1 \$18.83/hr

- Position coordinates with clients, drivers, and destinations to provide rides for registered Seniors.
- Provides precise logistics for drivers' routes and pickup/drop off times.
- Efficiently manages computerized schedules of two drivers to maximize daily client rides.
- Retrieves messages and communicates with clients and drivers on a timely basis.
- Acts as point of contact for riders, drivers and emergency contacts.
- Registers and maintains all necessary information for riders.
- Keeps schedules up to date with any changes for drivers and turns in adjusted weekly schedules to Confidential Secretary.

Interested individuals should apply to Town Supervisor Phil Barrett through Jean Spiegel at, JSpiegel@cliftonpark.org, or at One Town Hall Plaza, Clifton Park, NY 12065