

# Tucson's paratransit agency since 1987!



## SUN VAN OPERATIONS MANAGER

**OPENING DATE:** May 23, 2019

**CLOSING DATE:** For guaranteed consideration, apply before June 17, 2019.

**SALARY:** \$47,500 - \$60,000

### FORMAL EDUCATION:

Work requires knowledge of a specific vocational, administrative or technical nature which may be obtained with a two year associates degree, diploma or equivalent from a college, technical, business, vocational or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Must have up to three years' experience pertaining to job tasks and must possess basic knowledge of Trapeze Software and Microsoft Office.

### BRIEF DESCRIPTION:

Plan and monitor the direction of the operations department and provide supervision to personnel. This is accomplished by managing personnel; providing customer relations; writing and implementing policies and procedures; maintaining on-time performance that is equal to or better than established standards; and managing the operations department to achieve a high level of productivity (passengers per revenue hour). Responds and manages customer complaints.

Ability to write reports, prepare business letters and summaries with proper format, punctuation, spelling and grammar.

Possess the ability to recognize the kind of information that must remain confidential and maintain confidential information. Other duties include assuring safety procedures are followed and also coordinating communications between departments.

### BENEFITS:

Benefits include health care, dental, and life insurance coverage, vacation, sick leave, paid holidays, retirement plan.

### TO APPLY:

Interested candidates must submit a resume and cover letter to Danny Bennett, Human Resources Director, at [danny.bennett@tucsonaz.gov](mailto:danny.bennett@tucsonaz.gov) or fax it to 520-628-3303.

If selected the position, the company requires a background investigation and a pre-employment drug screen.

We are an Equal Opportunity/Reasonable Accommodation Employer

