

## **DISPATCHER/RECEPTIONIST**

The Cambria County Transit Authority is seeking candidates for a blended full time position of Dispatcher/Receptionist that is available at its Johnstown location. This position will devote about one-half of its time as a Dispatcher and the other half as a Receptionist, normally working five days a week, eight hours a day. As a Dispatcher, the incumbent will ensure buses maintain their route schedules and provide effective customer service by responding, in a timely manner, to customer questions and issues, and perform assigned clerical duties. As a Receptionist, the incumbent will operate the main phone system, greet visitors, provide service to walk-in customers and perform assigned clerical duties. This position will be required to work some week-ends and evenings.

Qualified candidates will possess at least a high school education and have a minimum of two years experience in either transportation operations and/or a customer service position. A general geographical knowledge of the Greater Johnstown Area is required. A working knowledge of computer operations and PC applications is also required. Candidates must have strong interpersonal and administrative skills, as well as the ability to work independently and be a self-starter.

If you are interested in working for a progressive organization, with a competitive salary and excellent benefits, in a team environment and possess the above qualifications, please submit your application or resume in confidence by Friday, May 23, 2008 to:

**Director Human Resources  
Cambria County Transit Authority  
726 Central Avenue  
Johnstown, PA 15902**

**An Equal Opportunity Employer**

**H/M/F/DV**