



JOB POSTING

OPEN UNTIL FILLED – FIRST LOOK WILL TAKE PLACE ON 11/6/17

OUTREACH/TRANSIT PLANNER

Mason Transit Authority (MTA) is currently seeking an Outreach/Transit Planner. This position is responsible for planning/organizing outreach events, developing promotional and informational materials, fixed-route planning, monitoring and analyzing Dial-a-Ride services, assisting Operations Manager with transit-friendly community planning, overseeing Vanpool and Volunteer programs, researching, compiling and maintaining relevant grant and project records. This position requires outstanding customer service skills, excellent verbal and written communication skills and proficiency using a computer and related software applications.

REQUIRED MINIMUM QUALIFICATIONS

- Associates Degree and two years of relevant program or transportation experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Two (2) years relevant experience working with database applications, computers systems and/or college education equivalent.
- Experience in multi-tasking, managing short deadlines and working independently in a fast-paced environment.
- Must be available to work a flexible schedule, including holidays, nights and/or weekends.

Applicants will be required to prepare a presentation as part of the selection process. Topic to be provided.

Salary Range: \$26.13- \$28.81 per Hour DOQ
A Six-Month Probation Period begins at the start of training

MTA is a drug-free and alcohol-free workplace. Employment for a safety-sensitive position is contingent on passing a physical and drug screen.

Interested applicants are encouraged to visit our website to obtain an application. Submit application and resume to:

Mason Transit Authority
Attn: LeeAnn McNulty, Administrative Services Manager
790 East Johns Prairie Road, Shelton, WA 98584
lmcnulty@masontransit.org
www.masontransit.org

This recruitment is open until filled. MTA reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will begin November 6, 2017.

Mason Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, gender, wage, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Please let Mason Transit Authority know if you need accommodations in order to participate in the application process.