

**Southern Iowa Trolley**  
**Employer's Job Description**  
**(Revised 2018)**

**Name:** \_\_\_\_\_ **Department:** Operations  
**Position Title:** Associate Fleet Assistant **Pay Grade:** TBD  
**Status:** Fulltime / Non-exempt **Reports To:** Transit Director

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**Primary Purpose of Position**

The primary purpose of this position is responsible to provide administrative, receptionist, secretarial and clerical support to the Transit Director, Fiscal Assistant, Scheduler, Fleet Maintenance Manager, Training/Safety Manager, Dispatcher and Fleet Assistant to maintain an efficient office environment. Under the general supervision of the Transit Director, the position is responsible for assisting with various job tasks related to answering phones and transferring to the appropriate staff, greet public and clients and direct them to the correct staff member, update and enter ridership information received from driver's logs, and other duties as assigned.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Transit Director:**

- Answer phones and transfer to the appropriate staff member
- Take and distribute accurate messages
- Enters maintenance information into the computer
- Greet public and direct them to the correct staff member
- Fax, scan and copy documents
- Update and maintain databases such as intake forms, child transportation forms
- Update and maintain employee contact lists
- Type documents, reports and correspondence
- Fill in for Dispatcher when required
- Daily calls to next day passenger's and driver's on scheduled out of town trips when required
- Assists Fiscal Assistant with County Log Records accurately entering into excel file
- Proficiency with computer technology including Microsoft Office
- Ability to manage multiple tasks and work independently
- Ability to meet daily deadlines organization and planning skills
- Work management and prioritizing skills
- Other duties or tasks as assigned or directed

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED equivalent, business college training an advantage, previous office experience may be requested but this can also be entry level position, competent computer skills including MS Office or equivalent, internet skills including use of e-mails, group messaging and data collection, numeracy and literacy skills. Valid Iowa drivers' license and provide proof of insurance.

## Physical and Mental Abilities Required to Perform Essential Job Functions

### Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information, and must be detail oriented and possess good communication skills.

Ability to communicate professionally and effectively with a variety of people including passengers, staff, board members, public officials, agency directors, federal and state officials.

### Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding operations and services.

### Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert light physical activity, and able to lift and carry materials and walking, standing, and sitting for long periods of time, with a slight exposure to injury is possible.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

### Environmental Conditions

Must be able to perform a variety of duties inside under mostly comfortable conditions.

### Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

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Southern Iowa Trolley is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SIT will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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### Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Director or Assistant Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date