

Victor Valley Transit Authority

Schedule Delivery Clerk (Part-time)

BASIC PURPOSE AND PRINCIPAL RESPONSIBILITIES

Monitors and replenishes VVTA schedule racks located throughout the service area; maintains an inventory of schedule rack locations; adds and removes schedule racks and locations as necessary; makes suggestions for additional schedule rack locations and any locations deletions; monitors schedule usage at rack locations; monitors schedule inventory and informs customer service when printing reorders are required; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Is under direction.

EXAMPLES OF DUTIES

- Works approximately 30 hours per week on a flexible schedule, mornings are preferred.
- Drives a different route each day to deliver and replenish schedules at locations with VVTA schedule racks.
- Makes suggestions on new rack (including size) orders or replacements.
- Stocks and keeps inventory all schedules including those used by drivers.
- Visits unlisted locations and presents our service and offers schedules and racks to display.
- Updates bus stop signage and transit tubes.
- Delivers fare media as needed.

MINIMUM QUALIFICATIONS

Knowledge of:

- VVTA service area streets and roads.
- Inventory control

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- Customer service principals.

Ability to:

- Read, write, and understand maps and directions.
- Communicate effectively and politely with all personnel at locations with racks and locations with potential rack holders.

Skill in:

- Effectively operating a vehicle and replacing inventory as needed.

Experience and Education:

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying.

License or Certificate:

Possession of a clean and valid California driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

SPECIAL SKILLS AND WORK ENVIRONMENT

Physical Skills:

Ability to work in the field in various weather elements experienced in the Victor Valley along with mobility to work in a typical office setting. Physical ability to intermittently kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated position for prolonged periods of time; dexterity to write in order to communicate through written means; vision to read printed materials; hearing and speech to communicate in person and over the telephone; lift and carry 50-pound boxes, files, and materials.

Work Environment:

Work in a standard office setting and in the field.

FLSA: non-exempt – Part-time

Established: 2010/8

Revised: 2022/12