



Madison County Vacancy Announcement

Transportation Office Supervisor Madison County Transportation Department

Position Summary:

Manage the safety, efficiency, and compliance of the Madison County Transportation operations. Supervises and coordinates revenue systems support operations; under the supervision of the Department Director, provides management direction and oversight of day-to-day station operations; directs and instructs assigned employees with all work related policies, practices and procedures. Provides administrative analytical support on special assignments; coordinates assigned activities as needed with other divisions, outside agencies and the public.

This position also oversees a team of custodial staff and oversees assigned housekeeping functions by coordinating the activities of workers engaged in cleaning and maintaining county buildings. Manage cleaning supply order, and train custodial staff to maintain cleanliness standards within multiple facilities, all while adhering to Madison County's policies and procedures.

This position reports to the Director of Transportation and Operations.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until it is filled. Submit an NC State Application with a cover letter to the Madison County Human Resources Department.

To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>.

Applications will be accepted at the Madison County HR Office, 107 Elizabeth Lane, Marshall, or can be mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753.

Applications may also be submitted via email to hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Answers the Transportation Department phone to offer and receive information regarding passenger trips
- Identifies opportunities for improving
- Maintain inventory of cleaning equipment and cleaning supplies; insures resources are accessible and readily available for custodians as needed
- Answer questions, provide correct registration forms, and obtain necessary documentation to be eligible to utilize Madison County Transportation Authority
- Order office supplies and cleaning supplies as needed and submit the appropriate documentation to the Finance Office each week
- Responsible for coding the correct expenses line in the Department budget
- Assist with calculating Transportation related billing for NC Tracks, Medicaid, Medicare, and other contracts
- Supervises the maintenance of the building and facilities by scheduling and assigning custodial tasks; completing inspection reports and submits budget recommendations. Familiar with safe work practices
- Assist with compiling information for audits and ensuring all needed information is available
- Make files for new clients as needed and input necessary information into electronic systems

Education:

High School Diploma or GED required. Associates Degree in business, public administration, or a closely related field. Two (2) year's work experience in general office work is preferred with previous administrative experience.

Will be required to complete training with functions related to the Madison County Transportation Authority.

Knowledge, Skills, and Abilities:

- Knowledge of office management techniques
- Ability to communicate well
- Ability to work well with others and be a team player
- Ability to use technology such as computers, tablets, radio system, and office phone system.
- Proficient with MS Office software and comfortable with learning new software programs
- Knowledge of office practices
- Organizational skills
- Ability to work with minimal supervision

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Additional physical requirements:

- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.
- Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Requirements:

Applicants must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. This position is subject to health and safety sensitive drug screens. Must possess a valid North Carolina Driver's License.

Salary: \$40,000.00 - \$45,000.00 dependent upon education and experience.

This position comes with a benefits package including participation in the Local Government Employee's Retirement System (LGERs), a defined retirement benefit plan, paid health insurance, dental, vision, and other supplemental insurances, as well as paid vacation, sick, and holiday leave.