Job Title: Dispatcher

BCAT Code: 093X15  Effective Date: April 1, 2007
Pay Grade: G07  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Coordinates the transportation systems campus wide.

Examples of Duties
- Schedules the routes for the vehicles.
- Issues trip tickets to the drivers.
- Inspects the vehicles before they leave the parking lot.
- Coordinates the vehicle maintenance with the Department of Administrative Services (DOAS).
- Completes the monthly mileage reports on the vehicles.
- Washes the vehicles.
- Performs general maintenance and random safety inspections on the vehicles.
- Coordinates the issuance of credit cards and keys to the drivers.
- Collects and reviews the daily reports of the drivers.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of vehicle safety policies and procedures.
- Knowledge of basic automotive mechanics.
- Effective time management and organizational skills.
- Ability to communicate effectively in writing and orally.

Minimum GSU Hiring Standards
High school diploma or GED and two years of office or general clerical experience. A valid Georgia driver’s license is required.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.