

Washington County Mini Bus Director

Washington County Mini Bus in Washington, Iowa is seeking a qualified candidate to fill the Mini Bus Director position. *Washington Co. Mini Bus is a demand-responsive, wheelchair accessible, public transit provider operating throughout Washington County.*

Job Requirements:

Ensure safe and efficient public paratransit service by managing Washington County Mini Bus. Direct staff, oversee operational and systems administration, and respond to passenger and public concerns.

- ◇ Prefer Bachelor's degree in public administration or human services field OR any equivalent combination of related experience or education. Public transit management experience a plus,
- ◇ Organize and prioritize multiple responsibilities
- ◇ Proficient with computer, word processing, spreadsheets, presentations, e-mail and Internet.
- ◇ Ability to communicate professionally both orally and in writing.

Displaying a strong financial background is a must. Successful candidate must prepare, justify, and work within an annual budget dependent on a variety of funding sources

To apply, send cover letter and resume to washminibus@gmail.com or 1010 W 5th St. Washington, IA 52353 Attn: Personnel Committee: Deadline for applications is October 6th. EOE