



Transportation Department
445 Watervliet-Shaker Rd
Latham, NY 12110
(518) 785-9486
www.northcolonie.org

Notice of Opening

The North Colonie Central Schools Transportation Department is hiring.

Dispatcher

This is supervisory work involving responsibility for operational aspects of the school district's buses and drivers. Incumbent may assist in preparing route schedules and assignments, schedules drivers and substitute drivers, communicates daily with bus drivers to handle unexpected and/or emergency situations and prepares and maintains all records pertaining to daily and long-term data, including fleet maintenance requirements, fuel use and purchasing. This work is performed under general direction of the school district's Assistant Transportation Director or his/her designee, in accordance with established policies and procedures. Supervision is exercised over all bus drivers and bus monitors. Does related work as required, up to and including driving school bus as needed.

Dispatcher is a Civil Service position and the successful candidate will need to take the exam the next time it is offered and be immediately reachable.

Requirements: 21 years old with clean driving history. CDL Class B with Passenger and School Bus preferred but not required.

Salary: \$48,954

Send resume and letter of interest to:

Denise Towne, Director of Transportation
445 Watervliet-Shaker Rd
Latham, NY 12110
518-785-9486
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