

**Southeast Iowa Regional Planning Commission**  
**TRANSIT SCHEDULER**

Southeast Iowa Regional Planning Commission (SEIRPC) is seeking a Transit Scheduler to provide communication and administrative support to the Southeast Iowa Bus System (SEIBUS) in areas of greeting, assisting the public by determining the nature of the requests, and scheduling callers to their requested destination. The Transit Scheduler is also responsible for maintaining document archives, Medicaid documentation both manually and electronically, and performs other duties as assigned. Most duties will be carried out utilizing independent decision making. This position performs work under the direction of the Transit Director, works closely with the Transit Manager, and the Transit Drivers. The successful candidate should have a minimum of a High School Diploma or GED Equivalent, and one or two years of experience or training; however, an AA Degree and three to five years of experience in a related field is preferred. Must have training on Computer operations, report writing and interoffice procedures. This is a full-time position with a competitive benefit package including participation in the Iowa Public Employees' Retirement System (IPERS). Wage range is \$12.00 - \$17.00 per hour DOQ. For full consideration submit cover letter and resume to the Executive Assistant, SEIRPC, 211 N. Gear Avenue, Ste. 100, West Burlington, IA, 52655, or by email to [dlaughlin@seirpc.com](mailto:dlaughlin@seirpc.com) by 4:00 p.m. June 9, 2017. For additional information please call (319) 753-4305. EOE/AA