



TOWN OF HENRIETTA JOB POSTING

October 24, 2018

TITLE: DISPATCHER (PART TIME, SEASONAL)

DEPARTMENT: HIGHWAY DEPARTMENT

RATE OF PAY: \$11.10/HR

HOURS: EVENINGS (11:00 PM-7:00 AM) WEEKDAYS, WEEKENDS, HOLIDAYS

The Highway Department is seeking to fill dispatching shifts from November to mid-April

DISTINGUISHING FEATURES: This is an entry level position; involving a variety of routine tasks. Including answering emergency and non-emergency calls; fielding information from callers to prioritize and notify correct personnel; monitoring weather for rapid changes.

MINIMUM QUALIFICATIONS: Experience with data entry, Microsoft Word and Excel, familiarity with the Town's main road system; strong customer service skills; ability to multi-task in fast-paced situations.

NOTE: Offer of employment will be contingent on the successful completion of a background investigation.

HOW TO APPLY: Submit resume and application to Town of Henrietta, attn.: Human Resources, 475 Calkins Road, Henrietta, NY, 14467, or jobs@henrietta.org

###