



Community Connection of Northeast Oregon, Inc.

Job Posting

Position: Transit Lead
Closes: Open Until Filled

Location: Enterprise Senior Center
702 NW 1st St. Enterprise, Oregon 97828

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Community Connection of Wallowa County is seeking qualified applicants for the position of Transit Lead. We are willing to train the right candidate; however, experience in public transportation, dispatch, scheduling, customer service, operational leadership, or employee supervision is highly desirable.

### **We offer the following pay and benefits**

This is a full-time position with a pay range of \$3,446 - \$5,013 per month. Benefits include agency-paid health and dental insurance (with Employer HSA contributions when enrolled in an applicable health plan), paid holidays, vacation, sick leave, and 7.5% retirement plan contributions after one year of employment. The role is located at the Enterprise Senior Center. Work is generally scheduled for Monday-Friday, approx. 7am-4pm (Currently undergoing a pilot program of 4-10 hr. days – to potentially be made permanent)

**Successful Applicant will be subject to a pre-employment drug test and criminal history background check.**

### Position Duties Include:

- Provide day-to-day operational leadership for the Wallowa County public transit program.
- Coordinate driver scheduling, dispatch activities, and route coverage to ensure safe, efficient, and reliable transit service.
- Coach, mentor, and provide operational guidance to transit drivers while promoting safety, customer service, and policy compliance.
- Respond to operational issues, service disruptions, accidents, and emergencies to maintain service continuity.
- Process billing, complete operational reports, and maintain accurate transportation records and documentation.
- Monitor vehicle readiness by ensuring required inspections, maintenance reporting, and operational documentation are completed.

**Apply today! Job description and application are available online at <https://ccno.org> and your local Worksource Office. An application and resume are both required to be considered.**

### Application must be completed and returned:

- In person or by mail to: Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave, La Grande, OR 97850
- E-mail directly to [jobs@ccn.org](mailto:jobs@ccn.org)
- OR in person at any WorkSource Oregon Office.

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Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. If you need assistance or an accommodation due to a disability, you may contact us at jobs@ccno.org or you may call us at 541-963-3186.