



Franklin County Board of Developmental Disabilities

Previously Franklin County MRDD — Established 1967 — Same Agency — Just A New Name!

2879 Johnstown Road • Columbus, Ohio 43219 • 614-475-6440 • www.fcbdd.org

Jed W. Morison
Superintendent

POSITION OPEN: ROUTING SPECIALIST

MINIMUM QUALIFICATIONS: High School Diploma or equivalent; must demonstrate typing proficiency, computer skills and excellent communication skills; performs as a team player and is willing to work flexible hours

DUTIES/RESPONSIBILITIES

Operates and maintains the computerized routing system and assists in all phases of routing procedures; verifies route time and maintains routes for efficiency; communicates with Transportation staff at compound sites regarding service changes, ridership additions, deletions, behavior concerns and vehicle changes

Communicates with and updates parents, providers and facility staff on routing related matters as necessary

Prepares route books and updates them as necessary

Collects data, prepares reports and maintains files required in support of routing activities

Performs other related duties as assigned

IF INTERESTED, PLEASE APPLY AT 2879 JOHNSTOWN ROAD, COLUMBUS, OHIO 43219 OR
WWW.FCBDD.ORG

AN EEO EMPLOYER

Helping people to live, learn and work in our community