



**Job Specification**

**Job Title: Dispatcher**  
**BCAT Code: 810X AR**  
**Pay Grade: G07**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Non-Exempt**

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**General Description**

Coordinates campus wide transportation systems.

**Examples of Duties**

- Schedules routes for vehicles.
- Issues trip tickets to drivers.
- Inspects vehicles before they leave the parking lot.
- Coordinates vehicle maintenance with DOAS.
- Completes monthly mileage reports on vehicles.
- Washes and performs general maintenance of vehicles.
- Performs random safety inspections on vehicles.
- Coordinates the issuance of credit cards and keys to drivers.
- Collects and reviews drivers' daily reports.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**

- Knowledge of vehicle safety policies and procedures.
- Knowledge of basic automotive mechanics.
- Effective time management and organizational skills.
- Ability to communicate effectively in writing and orally.

**Minimum GSU Hiring Standards**

High school diploma or GED and two years office or general clerical experience. Valid Georgia Driver's License.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*