



JOB OPENING

JOB TITLE:	Transportation Programmer - Senior Division
POSTING DATE:	11/10/2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Special Services/Senior
EMPLOYEE GROUP:	General
EMPLOYMENT STATUS:	Part-time/Temp
START DATE & WORK SCHEDULE:	ASAP 25-28 hours per week, daytime hours.
PAY RATE:	\$19.00 - 22.50 per hour
PREVIOUS WORK EXPERIENCE:	Experience scheduling, working the public and older adults preferred. Must have good computer skills. Some experience supervising staff helpful.
EDUCATION:	High School Diploma or equivalent preferred. Chauffeurs License required.
SPECIAL SKILLS & TRAINING:	Familiarity with Farmington/Farmington Hills and surrounding suburbs is helpful. Must have ability to follow directions. Must be able to multi-task, attend to details and complete reports for grant. Must work well with staff and older adults. Must have an excellent driving record.
BASIC RESPONSIBILITIES:	Schedule transportation appointments and create routes. Able to handle multiple tasks and attentive to details. Must have computer skills including a knowledge of Word and Excel. Schedule community transportation service to medical appointments, grocery shopping, and other appointments for older adults and people with a disability. Track clients and mileage and compile records for grant reports. Drive vehicles when necessary. Familiarity with the streets and locations in Farmington / Farmington Hills is desirable. A chauffeur's license is required within 30 days of hire.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.