

# JOB ANNOUNCEMENT

**POSITION:** Transit Manager

**DIVISION:** Projects Division

**PROGRAM:** Transit

**SUPERVISOR:** Projects Coordinator

**GRADE/SALARY:** \$19.32 - \$22.97 (Grade 17 Step 01 – Grade 17 – Step 08) DOE

**CLASSIFICATION:** Non-Exempt

**LOCATION:** Shoshone Paiute Tribes

**OPENS:** November 21, 2022

**CLOSES:** December 22, 2022

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position. Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135

## SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment. This individual will operate Tribal and GSA vehicles and equipment on a regular basis. This person will come in contact with children, seniors, and the general public in the course of delivering services to the community.

### JOB FUNCTION:

Under the Administrative Supervision of the Shoshone-Paiute Tribes' Project Coordinator, the Transit Manager is responsible for transit coordination and oversight activities for the Shoshone-Paiute Tribal Transit system. Monitors the performance of service providers, develops and implements short- and long-term transit plans, and coordinates demand/fixed-route services. Compiles and prepares information to support transportation grants and prepares statistical information to monitor service performance. Supervises Transit Program personnel and Transit related projects in accordance with tribal policies and procedures.

The Projects Coordinator will set the overall objectives and resources available. The supervisor and employee, in consultation, develop deadlines, projects, and work to be done. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

The successful candidate is expected to perform the duties and responsibilities listed herein, please note that the list of duties and responsibilities listed is not exhaustive. The Shoshone-Paiute Tribes' Transit Mission Statement is to provide safe, reliable and efficient transportation services to our customers so that they can access opportunities for employment, health care, recreation, and public services in a professional environment while sustaining the mission, vision and values of the Shoshone-Paiute People.

### SPECIFIC DUTIES:

1. Perform a wide variety of transit planning activities, including route development, schedule development; assist in development of short- and long-term planning activities; work with various tribal and non-tribal agencies to coordinate transit services and activities.
2. Assess client transportation needs by utilizing surveys of community members and developing the tribal transit plan based on results of the needs assessment.
3. Obtain funds and administer grants for transit services that comply with applicable Tribal, Federal (CFR 40 Part 655), and State requirements which includes the collection of statistical data and performance evaluations.
4. With the assistance of the Projects Coordinator, the Transit Manager will ensure compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations and ADA.
5. Will develop and implement a Title VI/ADA Plan and create associated policies.

6. Develop program literature regarding passenger services and safety regulations.
7. Maintain fiscal operations by establishing rates for transportation services, defining profit margins and conducting cost studies.
8. Provide periodic analysis of bus and para-transit operations, including ridership analysis and projects, analysis of operating practices, routes, stops, schedules and recommendations for alternative and non-traditional transit services for existing or potential markets.
9. Implement the Shoshone-Paiute Paiute Tribal Transit Vehicle Policy assuring that drivers/staff maintain logs, vehicles have valid insurance cards, and vehicle and driver safety practices are followed. Ensures the proper maintenance and upkeep of all transit vehicles.
10. Prepare and maintain an annual department budget, procurement of supplies and equipment.
11. Coordinate in-service and annual professional development for subordinate staff. Supervise staff and develop work schedules for Transit Operators, including leave time.
12. Measure and maintain client satisfaction. Maintain a quality improvement plan and safety program.
13. The incumbent will conduct public/private meetings with the Tribal membership, as well as, with groups and individuals on the Reservation if needed.
14. Incumbent will actively seek and foster growing contracts with federal agencies, mining companies, city, and state municipalities.
15. Establish and maintain effective working relationships with Tribal, County, State and Federal organizations, advisory committees, consultants and the public in order to implement transportation services for the Tribal Community.
16. Prepare reports for the Projects Coordinator, Tribal Business Council, Federal Entities, and States as required/requested.
17. Prepare and submit Title VI/ADA reports per state and Federal Regulations.

18. Coordinate with Tribal finance and grant programs to ensure reports are submitted in a timely manner.
19. Attend meetings with the Tribe, Tribal Council, committee/boards and non-tribal agencies.
20. Perform other related work as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: The local community, its needs and the Tribal infrastructure; principles and practices of public transit planning; funding agency rules and regulations; transit operation practices; transit grant programs; and transit data reporting requirements; computer systems and software program utilization; Federal rules and regulations applicable to funding, administration, and operations; budgeting, program monitoring, and evaluation techniques; statistics, research methods and public information functions; data collection, compilation, analysis and presentation; resource agencies and organizational structures; operation and maintenance of fleet vehicles.

Skilled in: Dealing constructively with conflict and developing consensus; selecting, supervising, training and evaluating subordinates; exercising sound independent judgment within general policy guidelines and legal constraints; representing the Tribe effectively and professionally in meetings with others; preparing clear, concise and accurate reports, correspondence and other written materials; interpreting and applying rules, regulations and policies

Ability to: Accomplish the quantity and quality of work, expected within set limits of time and cost; prioritize workloads; plan, organize and express ideas clearly and effectively, both orally and in writing; research and interpret data in order to make appropriate recommendations for action; communicate effectively and coordinate activities with Tribal people, committees, Tribal Council, County, State and Federal agencies in order to determine project needs and activities.

Must obtain CPR/AED certification within the probationary period, or at the first opportunity.

Must possess a valid Nevada or Idaho driver's license with a safe driving record and maintain insurability under the Tribe's vehicle insurance policy.

Must favorably pass a thorough background investigation according to Federal and Tribal standards.

The position is subject to drug and alcohol testing requirements set for Tribal and Federal Regulations/US Department of Transportation.

Must possess knowledge of operating a computer workstation and various software and able to type difficult and complex material and access a variety of required reports as well as presenting to an audience with varying knowledge.

Must project a professional appearance and attitude on a daily basis; must be able to communicate in an effective manner.

Knowledge of accounting and project budgets is ideal.

PHYSICAL DEMAND:

Must be able to walk in occasionally difficult terrain; lift up to 50 pounds; and work in extreme variation of temperatures and weather conditions.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in engineering, business administration, planning, math, geography, statistics, economics or related field AND three (3) years of professional experience in two or more of the following: transportation analysis, planning or research programs; developing studies, reports and master plans; collecting and analyzing data; forecasting trends and developments; developing alternatives to achieve goals and identifying available financing. Two (2) years of the required experience must have been in a supervisory capacity; OR an equivalent combination of education and experience;

Must exhibit the capacity to respond to the needs of the project and manage the complexity of the Transit Program.

Must have at least two (2) years of supervisory experience.