

# RE-ADVERTISED JOB ANNOUNCEMENT

POSITION: **Transit Specialist/Dispatcher**  
DIVISION: **Projects Division**  
SUPERVISOR: **Transit Manager**  
SALARY: **\$17.81 per hour (Grade 15, Step 01)**  
CLASSIFICATION : **NON-EXEMPT**  
LOCATION : **Owyhee, Nevada**

**OPENS : January 2, 2024**

**CLOSES : Open Until Filled**

**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 is 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 CONSIDERATIONS**

This position is subject to random drug testing and a background check as a condition of employment. This individual operates Tribal vehicles, Government Vehicles and equipment on a regular basis.

**DEFINITION:** Under the direction of the Transit Manager, the incumbent will ensure the efficiency of the program by assisting the manager with the operational procedures. Having clear and concise communication is essential in order to provide positive, professional and constructive support to the vehicle operators and transit customers. The Transit Specialist/Dispatcher is considered to be a safety sensitive position and adheres to Tribal, State and Federal grant requirements.

**DUTIES AND RESPONSIBILITIES:**

Provide dispatching services to ensure the transit system provides safe, dependable and cost-effective service through maintaining on-time performance, effectively managing real time events that affect the routes, and making informed decisions by following the program's operational processes.

Perform complex clerical duties by composing letters, memorandums and various reports including statistical reporting; provide assistance and interpret information concerning the Transit program's policies and procedures.

Operate communications equipment; receiving and transmitting messages and information to transit drivers utilizing radio codes; receives telephone calls from the public inquiring on driving routes and schedules by providing precise information by monitoring the operation of transit routes.

Effectively communicate both verbal and written; manage all route adjustments to maintain on-time performance standards ensuring all routes are on schedule to and from their points of destination.

Accurately track attendance of transit operators, monitor driver schedules; maintain driver logs of daily activities pertaining to phone communications and complete schedules for vehicle operators for reporting procedures.

Operate transit system database to ensure data integrity reflects actual route performance throughout the daily routines.

Maintain transit files, financial records and program inventory to safeguard all department property in compliance with appropriate Tribal and Federal guidelines. Conforms to all safety rules in the Transit Program>

Act as a liaison with the Finance personnel regarding department accounts and activities. Receipt incoming money from transit ticket sales and submit to the Finance department following adopted procedures; prepare purchase orders, check requests, travel, payroll and other financial forms.

Assists or participates in various public and customer relations activities as assigned. Communicates with co-workers, management and others in a courteous and professional manner.

May transport drivers for drug and alcohol testing as required under Federal Transit Administration regulations or be a back-up driver under special circumstances.

**MINIMUM QUALIFICATIONS:**

- **Knowledge of:** Office administration and management practices which include professionalism and maintaining excellent work record including attendance and job performance; strong analytical skills; excellent verbal and written communication skills in English; basic accounting principles, preferably Tribal and governmental accounting; dispatch communications and or customer service procedures; traffic laws on and off of the Duck Valley Indian Reservation; public safety requirements in the operation of Transit vehicles; basic geography of the service areas which include Owyhee, Elko, Mountain Id. Boise, Id.

- **Ability to:** Work under pressure, act promptly and use good judgment in emergency situations; understand and follow oral and written directions or established procedures; efficiently operate office equipment, and cellular communication devices; interpret Transit program policies and procedures including Federal Transportation Regulations; efficiently use computer up dated software programs; operate and input data information into the Transit database to be used for driver routing and reporting statistics; demonstrate leadership qualities.
- Must obtain First Aid/CPR certification within a three-month probationary period, or at first opportunity.
- Must have a valid Nevada driver's license and be insurable under the Tribe's insurance policy.
- The position is subject to drug and alcohol testing requirements set for Tribal and Federal Regulations/US Department of Transportation.
- Must favorably pass a thorough background investigation according to Tribal and Federal Regulations/US Department of Transportation.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Must have a High School Diploma, or GED;
- two (2) years of dispatcher communication and/or customer service experience;
- three (3) years of responsible administrative support experience, including budgeting and bookkeeping.