



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Transit Dispatcher (1 Part Time)**
SUPERVISOR: Tribal Roads Manager
LOCATION: Tribal Roads
POST DATE: November 26, 2024
CLOSING DATE: Open until filled

General Description: The primary responsibility of this position is to radio dispatching and operating the LDF Transit communication instruments and devices between the dispatch office and the transit drivers. Dispatchers receive requests from passengers and coordinate pick ups with drivers, maintain ridership logs, reconcile fare monies, reconcile driver's receipts and trip sheets, prepare and type reports, and perform related duties as directed.

Qualifications: High School Diploma or GED required, supplemented by 4 to 9 months of vocation/technical in office practices and procedures supplemented by an additional 6 months of experience of radio communication, and knowledge of common computer programs such as Microsoft Teams, Office, Word and Excel. **(This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)**

Salary: \$16.50-\$19.25/hr. dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Transit Dispatcher

B. DEPARTMENT: LDF Transit Program

C. SUPERVISOR'S TITLE: Tribal Roads Manager

D. DESCRIPTION OF DUTIES: Perform radio dispatching and basic office tasks that are relevant to the public transportation program. Typical daily tasks and duties include but are not limited to:

1. Interact with passengers mostly via telephone to schedule reservations.
2. Create schedules and assign routes to drivers.
3. Receive, relay, and/or transmit dispatch information for public transportation in the most efficient, accurate and timely manner.
4. Maintain logs of radio transmissions, telephone calls, and other pertinent information and facts.
5. Maintain reports from transportation drivers.
6. Reconcile bus fare monies with driver's receipts and trip sheet reports.
7. Record bus tickets sold by number in database.
8. Prepare and type reports upon request.
9. Maintain strict confidentiality.
10. Perform related duties as directed.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with all Tribal departments and programs.
2. **External:** Daily contact with customers.

F. SUPERVISORY RESPONSIBILITIES: None.

G. SUPERVISION RECEIVED: Regular supervision from Shift Supervisor. Minimal supervision from Tribal Roads Management.

H. EDUCATION: High School Diploma or GED required. Supplemented by 4 to 9 months of vocation/technical training in office practices and procedures.

I. EXPERIENCE: 6 months experience in radio communication preferred.

J. SKILLS:

1. Requires the ability to compile, assemble, copy, record, and transcribe data.
2. Requires the ability to exchange information with clarity.
3. Can explain, demonstrate, and help others within-well established policies, procedures, and standards.
4. Requires the ability to utilize a wide variety of reference, descriptive or advisory data and information.

