



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Transit Dispatcher (1 Part Time)**
SUPERVISOR: Tribal Roads Manager
LOCATION: Tribal Roads
POST DATE: **October 16, 2024**
CLOSING DATE: **October 30, 2024**

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.

5. Must be able to add, subtract, multiple and divide.
6. Must be able to carry out instructions in written, oral or diagram form.
7. Although a semi-standard routine work, the job does require the ability to exercise independent judgement, decisiveness and creativity involving a variety of pre-defined duties.
8. Must always use proper phone etiquette and demonstrate exemplary customer service.
9. Moderate computer skills, particularly with Excel.
10. Must be able to multi-task and prioritize tasks efficiently.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** . Majority of the responsibilities are performed indoors within an office.
2. **Exposure to Hazards:** None
3. **Physical Requirements:** Extended periods of sitting.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Transit Dispatcher to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Employees are subject to Federal Transit Authority (FTA)-Department of Transportation (DOT) Drug and Alcohol testing and employment will be contingent on the results of such testing. Must possess or can maintain First Aid and CPR certification within 6 months of hire. Must complete 60 minutes of FTA approved drug and alcohol awareness training within first week of employment. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee	Date	Manager	Date
<u>Previously signed</u> Tribal Administrator	Date	<u>Previously signed</u> Human Resources Director	Date