



Walker River Paiute Tribe

Human Resources Department

Official Job Announcement

Job Title:	Transit Manager	Supervisor:	Tribal Administrator
Department:	Transportation	Class Code	521
Salary Range:	\$21.89 -24.13	Pay Grade:	11
FSLA Status:	Exempt	Type:	Full-time
Opening Date:	09/05/2024	Closing Date:	10/15/2024

DEFINITION: Responsible for transit coordination and oversight activities for the Walker River Tribal Transit system.

DUTIES AND RESPONSIBILITIES:

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.

Monitors the performance of service providers, develops, and implements short- and long-term transit plans, and coordinates demand/fixed-route services.

Supervises program personnel and projects in accordance with tribal policies and procedures.

Assess client transportation needs by utilizing surveys of community members and developing the tribal transit plan based on results of the needs assessment.

Conduct public meetings for tribal member input and implementation.

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/service evaluations.

Seek other sources of funds, while continuing to monitor and apply for grants that may become available to sustain program; and may coordinate with the Contracts and Grants Administrator to prepare program proposals.

Administer and monitor the annual budget for all related grants, contracts, and other revenue. Prepare program reports, maintain project vehicles, and prepare requests for payment of bills.

Develop program literature regarding passenger services and safety regulations.

Maintain fiscal operations by establishing rates for transportation services, defining profit margins, and conducting cost studies.

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.

DUTIES AND RESPONSIBILITIES cont.:

Implement the Walker River 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.

Prepare and maintain an annual department budget, procurement of supplies and equipment.

Coordinate in-service and annual professional development for subordinate staff. Supervise staff and develop work schedules for Transit Operators, including leave time.

Maintain transit vehicle maintenance schedule and coordinate vehicle repair.

Measure and maintain client satisfaction. Maintain a quality improvement plan and safety program.

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.

Prepare reports for the Tribal Council, Federal, and State grants as required.

Coordinate with Tribal finance and grant programs to ensure reports are submitted in a timely manner.

Attend meetings with the Tribe, Tribal Council, committee/boards, and non-tribal agencies.

Perform other related work as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of the Indian 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.

Skill 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 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, other Tribal Departments, County, State and Federal agencies in order to determine project needs and activities.

MINIMUM QUALIFICATIONS cont.:

Must obtain First Aid/CPR certification within a three-month probationary period.

Must possess a valid Nevada driver’s license with a safe driving record and insurable 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.

PREFERRED EDUCATION AND EXPERIENCE:

Bachelor’s degree in Transportation Planning, Public/Business Administration, or closely related field; and two – three (2-3) years responsible experience in transit systems, contract administration or public administration; OR an equivalent combination of education and experience. At least two to three (2-3) years of supervisory experience.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration Building, 1022 Hospital Rd., Schurz, NV 89427. Call Human Resources at 775-773-2306 x2315 for such application. You can e-mail application with supporting documents to: lhawley@wrpt.org tero@wrpt.org

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and TERO: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*

<u>JOB ANNOUNCEMENT OFFICIALLY APPROVED</u>	
Tribal Chairman: <i>Andrea Martinez</i>	Date: 9/26/2024
Human Resources: <i>Lesley Hawley</i>	Date: 9/26/2024