

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
(208) 478-3850/(208) 478-3750
Fax: (208) 478-3950

JOB ANNOUNCEMENT

TITLE: Transit Dispatcher
DEPARTMENT: Transportation
SALARY: \$12.04 G5/ S1 After probationary period
\$13.00 G6/ S1 After probationary period
OPENS: October 11, 2021
CLOSES: October 22, 2021
CAREER STATUS: NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL
PROBATIONARY EVALUATION & BUDGET
APPROPRIATIONS.

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

GENERAL STATEMENT:

This position is within the Transit Program of the Department of Transportation. The Transit Dispatcher dispatches information to the Transit Drivers on requested riders, takes telephone calls requesting rides and other information, and communicates with the drivers and Transit Coordinator on requests and needs of the Transit services.

SUPERVISION:

This position functions under the direct supervision of the Transit Coordinator and general direction of the Technical Services Manager and Transportation Director. This position has no supervisory authority.

DUTIES AND RESPONSIBILITIES:

Receives and makes radio and telephone calls to drivers and passengers to dispatch or schedule busses as needed.

Coordinates movements of drivers and equipment through schedule/system.

Listens to radio traffic and alerts drivers to any emergency or need to know information.

Records service disruptions, driver information, vehicle services and telephone call requests for services.

Transit Dispatcher

Dispatches emergency services and supervisors to driver locations as needed.

Keeps a dispatch log during shifts of all activities.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standards and competencies include, but not be limited to:

Ability to communicate clearly and concisely, both orally and in writing.

Establishes and maintains effective working relationships with job contacts.

Quality of program planning and evaluation.

Compliance with Tribal Management Systems

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

QUALIFICATIONS/CAREER TRACK:

Grade 5:

Must have high school diploma or GED and Knowledge of Microsoft Office.

Must have computer experience with a wide range of software including GPA tracking software.

Ability to accurately write and log in-coming information from transit drivers and customers.

Answer telephones in a professional manner. Proper phone etiquette.

Duties and responsibilities will include other activities and areas as needed to carry out the position functions. Secure office after shift, clean disinfect public/office areas and other duties as assigned.

Grade 6:

Attend and graduate from a transit dispatch training, and other dispatch training specific to Transit or tribal operations. Also includes all the activities mentioned above.

PERFORMANCE STANDARD AND COMPETENCIES INCLUDE BUT ARE NOT LIMITED TO:

- Ability to communicate clearly and concisely, both orally and in writing.
- Establishes and maintains effective working relationship with job contacts.
- Quality of program planning and evaluation.
- Compliance with Tribal management system.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

IMPORTANT APPLICATION CRITERIA

A **complete** application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at <http://www2.sbtribes.com/employment/>. Applications can be sent via email to recruitment@sbtribes.com or faxed to 208-478-3950 and are accepted until **5PM** on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees, official college transcripts and other supporting documentation. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

Transit Dispatcher