

Sisseton-Wahpeton Oyate

Job Description

Job Title: SWST Transit Coordinator

Reports To: SWO DOT Transportation Director

PURPOSE STATEMENT

The job of SWST Transit Coordinator was established for the purpose/s of directing Transit services; providing information and serving as a resource to SWO DOT Transportation Director; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with Tribal and Federal objectives as well as all relevant guidelines, codes, and regulations; and accessing federal reporting platforms.

JOB DESCRIPTION SWST Transit Coordinator:

Essential Functions

- Assesses incidents, complaints, etc. (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to a situation.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining transit services and programs.
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates and/or participates in meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a Tribal representative.
- Inspects all aspects Tribal transportation services for the purpose of ensuring that transportation activities are completed efficiently, and within regulatory requirements.
- Oversees vehicle and equipment preventative maintenance programs and activities for the

purpose of ensuring vehicles and machinery are maintained in a safe and effective operating condition.

- Performs personnel functions (e.g. interviewing, evaluating, supervising, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Utilizes staff in preparing a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Recommends policies, procedures and/or actions related to Tribal transportation services for the purpose of providing direction for meeting the Tribes goals and objectives.
- Researches new equipment / vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of Reservation wide transportation services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- **SKILLS;** Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.
- **KNOWLEDGE of:**
 - The principles and practices of public transportation administration; ADA and FTA regulations and requirements;
 - Project management, including planning, scheduling, monitoring, and problem solving; the process for developing a Transportation Improvement Program;
 - Procedures for developing a long-range public transportation plan; transit program financial analysis and budgeting procedures; relationships pertaining to transit service;
 - Transit Oriented Development;

The transportation needs of elderly, disabled and other special needs passengers; and contract administration involving transit programs.

- ABILITY; Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons.

Responsibility:

- Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of Transportation funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the Sisseton-Wahpeton Oyate Department of Transportation services.

Experience:

A minimum of five years Tribal Transportation Job related experience with increasing levels of responsibility is required.

Certificates & Licenses:

Valid Driver's License & Evidence of Insurability; CDL preferred

Approved  Date 3-15-22