YUROK TRIBE-JOB DESCRIPTION
Transit Dispatcher

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<th>Job Title:</th>
<th>Transit Dispatcher</th>
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<tr>
<td>Department:</td>
<td>Planning</td>
<td>Program:</td>
<td>Transportation</td>
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<td>Location:</td>
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<td>Klamath</td>
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<td>Reports To:</td>
<td>Transit Coordinator</td>
<td>FLSA</td>
<td>Non-Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE
Salary Range $16.54-21.58

POSITION SUMMARY:

Under the general supervision of the Transit Coordinator, this position operates the radio base station and associated administrative duties. This position will focus on individualized passenger needs and must have the ability to assist in scheduling and coordinating a diversified public transit program; operate office machines; maintain records; follow oral and written instructions; enter and retrieve applicable transit data; establish and maintain effective working relationships with others; operates a two-way radio; and associated administrative duties. This position is contingent upon available grant funds.

DUTIES AND RESPONSIBILITIES:

1. Assist the Transit Coordinator in the operations of the Transit program.
2. Operates a base radio to dispatch the bus driver and coordinate requests for rides, confirmation and cancellation of trips.
3. Answers telephone calls from the public and radio communications from drivers.
4. Maintains the dispatch logs, prepares and/or updates daily trip logs to include notification of pre-scheduled or pre-planned trips for the drivers.
5. Responsible for record to include but not limited to: ridership count, fuel receipts, revenue and on-revenue mileage, bus fares, vehicle hours and passes issued. Keep both manual and computerized records.
6. Responsible for maintaining and organizing the filing system. Maintain records of incidents and/or accidents.
7. Operates a variety of standard office equipment (radio, telephone, computer, copier/fax machine).
8. Catalogs and maintains inventory of transit supplies.
9. Maintains record keeping of mileage and fuel expenses.
10. Ability to drive transit van/bus when needed.
11. Responsible for ordering office supplies and transit service equipment as needed.
12. Performs duties as assigned to meet the need of the program.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.
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MINIMUM QUALIFICATIONS:

▪ A broad basic knowledge of the Yurok Tribe and the Reservation communities
▪ Must possess a valid California driver’s license and a clear Department of Motor Vehicles print out. Must be insurable under the Yurok Tribe’s Insurance Policy.
▪ Must have CPR and First Aid Certification or have the ability to obtain certification within the first month of hire.
▪ Must pass a background investigation
▪ Ability to communicate well with staff and public.
▪ Established record of safe driving practices
▪ Knowledge of the traffic laws of the State of California
▪ Ability to conduct work in a safe manner and the ability to follow and enforce safety procedures
▪ Good public relations techniques and communication skills
▪ Good record keeping skills and the ability to maintain daily, weekly and monthly records, receipts, logs, etc...

EDUCATION/EXPERIENCE

High School Diploma or equivalent with three years experience and demonstrated knowledge of the Yurok Tribe and the Reservation communities

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
3. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of the Yurok language is preferred but not required.
4. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
5. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. This position requires recurring physical exertion such as walking over wet, rough, uneven or rocky terrain; swimming for long periods, at times in adverse conditions; work under highly variable environmental conditions; and other physical duties associated with wildlife field activities. The employee is occasionally required to sit, reach with hands and arms, climb
or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

6. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

I, ______________________________ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  __________________________  __________
Signature                  Date                      Employee #

_________________________________________________
Supervisor Signature        Date