



## TRIBAL PERSONNEL DEPARTMENT

**JOB TITLE:** **Transit Dispatcher**  
**SUPERVISOR:** **Tribal Roads Manager**  
**LOCATION:** **Tribal Roads Department**  
**POST DATE:** **January 12, 2021**  
**CLOSING DATE:** **January 26, 2021**

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**General Description:** The responsibility of this position is for 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 drivers' receipts and trip sheets, prepare and type reports, and perform related duties as directed.

**Qualifications:** Graduation from high school or GED, supplemented by 4 to 9 months of vocation/technical training 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 Office Word and Excel.

**Special requirements:** 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 successfully pass a background investigation and a reference check with previous employers. Must possess or can maintain First Aid and CPR certification. Must complete 60 minutes of FTA approved drug and alcohol awareness training within the first week of employment.

**Salary:** \$13.50-\$14.25 per hour (**part-time**) **29 hrs. week.**

**How to Apply:** Submit your application for employment and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website [www.ldftribe.com](http://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](mailto: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 (part-time)

**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. Receive, relay, and/or transmit dispatch information for public transportation in the most efficient, accurate and timely manner;
2. Maintain a log of radio transmissions, telephone calls and other pertinent information and facts;
3. Maintain reports from transportation drivers;
4. Reconcile bus fare monies with drivers' receipts and trip sheet reports;
5. Record bus tickets sold by number in database;
6. Prepare and type reports upon request,
7. Maintain strict confidentiality in building security system;
8. 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 Manager.

**H. EDUCATION:** High School Diploma or Equivalent is required.

**I. EXPERIENCE:** 6 months in radio communication preferred.

**J.**

**SKILLS:** Requires the ability to compile, assemble, copy, record, and transcribe data. Requires the ability to exchange information with clarity. Can explain demonstrate, and help others within well established policies, procedures and standards. Requires the ability to utilize a wide variety of reference, descriptive or advisory data and information. Must be able to add, subtract, multiple and divide. Must be able to carry out instructions in written. Oral or diagram form. Although a semi-standard routine work, the job does require the ability to exercise independent judgement, decisiveness, creativity involving a variety of pre-defined duties. Must always use proper radio/phone etiquette and demonstrate

exemplary customer service. Basic computer skills. Must be able to multi task and prioritize tasks efficiently.

**SPECIAL REQUIREMENTS:**

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 successfully pass a background investigation and a reference check with previous employers. Must possess or can maintain First Aid and CPR certification. Must complete 60 minutes of FTA approved drug and alcohol awareness training within the first week of employment.

**K. WORKING ENVIRONMENT:**

**Work conditions:** Majority of the duties are performed indoors within the office.

**Exposure to hazards:** None

**Physical Requirements:** Extended periods of sitting.

- L. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of 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:** Must submit to a drug test prior to employment and random testing thereafter as this program is safety sensitive and subject to FTA-DOT policy. 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. Criminal background check required applicable to the job description. Must not have any driving offenses within the previous three years. Must be dependable. No more than one speeding ticket within the previous three years. No felony convictions relating to fraud or theft. 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.