**POSITION SUMMARY:**

Under the general supervision of the Transit Manager, this position is responsible for the coordination of transit services, including the planning and scheduling of bus, river ferry and/or van services along an established route, as well as demand responsive services as identified. The transit coordinator will be responsible for the day-to-day operation and oversight of the transit service. The transit coordinator will provide backup for dispatch and transit driver and transportation duties as necessary. Assist in the development of short and long term transit and transportation planning and administrative efforts.

This position is contingent upon available grant funds.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain a tactful relationship with supervisor and co-workers.
2. Behave courteously towards and communicate politely and efficiently with the public and others.
3. Oversee the transit bus operator and dispatch operator.
4. Produce and oversee user responsive scheduling, marketing, scheduling and service advertisement.
5. Generate daily logs, graphs and reports used for monthly, quarterly, and annual reporting and key decision making.
6. Produce reports, logs and graphs tracking mileage and revenue by trip.
7. Participate in technical transit advisory meetings in Humboldt and Del Norte County.
8. Responsible for collecting fares and tickets, maintaining internal control and reviewing monthly financial reports for accuracy.
9. Coordinate with other stakeholders throughout the region to enhance mobility and to professionally represent the Yurok Tribe on transit matters.
10. Provides support during Council meetings, work sessions, or hearings as assigned or directed.
11. Assist and develop grants and other funding sources.
12. Maintain accurate daily and monthly cost disbursement journal and transit budget oversight.
13. Responsible for scheduling bus, van, river ferry and other modes of public transit service.
14. Ability to work in a fast paced work environment.
15. Provide standby transit dispatch and drive transit vehicle when necessary.
YUROK TRIBE-JOB DESCRIPTION
Transit Coordinator

16. Perform and/or schedule regular maintenance and safety checks of transportation equipment.
17. Implements bus driver training, safety and testing programs for drivers, including the implementation of all related reporting.
18. Develop and implement an emergency transportation plan for the Yurok Reservation.
19. Develop and monitors transit budget.
20. Assist in developing and overseeing responsive transit services for elders.
21. Develop policy recommendations and maintain up to date manuals for transit service.
22. Maintain First Aid and CPR certification.
23. Other duties as assigned to meet the need of the program.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position.

MINIMUM QUALIFICATIONS:

- A broad basic knowledge of the Yurok Tribe and the Reservation communities and experience driving on local roads and highways
- Knowledge of transit system planning and operations.
- Knowledge of data organization and budget development.
- Must possess a valid California driver’s license and a clear Department of Motor Vehicles printout. 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 use a two way radio.
- Ability to conduct work in a safe manner and the ability to follow and enforce safety procedures.
- Highly computer literate and familiar with Microsoft Office Professional and related software programs
- 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/KNOWLEDGE

Three years above high school with courses in Public Administration, Planning, Native American Studies, Economic Development, or a closely related field and two years of general experience.
Equivalent combinations of education and experience are qualifying for this position. One year of specialized experience equivalent to the GS-5 level or specialized training can be considered

**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 the 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 the 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 sit, walk, stand and use hands to finger, handle, or feel. The employee is frequently 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

_______________________________
Supervisor Signature

Employee #

_______________________________
_______________________________
Signature                      Date

_______________________________
_______________________________
Supervisor Signature          Date