



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Transit Director	Department: Transit
Opening date: 04/25/2025	Closing date: OUF
# of vacancies: 1 Full-time	Location: Kiowa Tribal Complex, Carnegie

POSITION DETAILS:

Status: Full-time	Reports to: Executive Director of Tribal Operations
Classification: Non-Exempt	Salary Range: \$24.00 per hour - \$32.00 per hour
Division: Tribal Operations	

JOB SUMMARY: The Transit Director provides responsible administrative direction and coordinates the activities of Transit department in the planning, development, and operation of the Kiowa Tribe Transit program.

RESPONSIBILITIES:

- Ensure all Transit employees are trained on company policies and procedures regarding safety, security, and customer service.
- Coordinates with community partners to ensure that any transportation needs are met.
- Managing the fleet of vehicles used by the company to ensure that they are safe and well-maintained
- Monitor and respond to a variety of calls including two-way radios and mobile phones.
- Verify and monitor staff unit locations to ensure vehicle usage is utilized with maximum efficiency
- Supervise safety training programs and complete associated documentation.
- Maintain appropriate contract compliance records.
- Prepare and manage the annual Transit budget, ensures compliance with all applicable policies.
- Responsible for implementing the appropriate staff training as required by the funding agency and ongoing development (professional and compliance) of all Transit Staff.
- Provide leadership, coaching and clear directions to ensure that all Transit employees understand their job responsibilities and expectations.
- Provide supervision and conduct evaluations to ensure that employees perform their jobs efficiently and according to established policies and procedures.
- Record all service calls, prepares, prioritize and relay transportation request including emergency situations.
- Develop, implement and manage the appropriate use of grant funding received from the Federal Transit Administration.
- Supervises the Transit staff by hiring, defining duties, motivating, counseling, performance appraisal, compensation, issues, discipline and termination of staff when necessary.
- Respond to service calls received in person, via phone or email using the highest standards of customer service.
- Schedule daily routes to passenger service request using computer scheduling software, review, organize and maintain trip manifest to maximize route efficiency.
- Collects and reconciles Transit fares and distribute Transit passes to account for funds received.
- Creates, and implements, efficient and accountable internal cash control procedures.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Maintain written and computer-generated log of all service request, update client information, driver hours, mileage and passenger information for reporting purposes, respond to all call and service requests promptly and with courtesy.
- Must have excellent financial and business accounting skills for budget development and program management.
- Must have ability to work effectively with diverse employees at all levels of the program, agency, and with the public.
- Prepares and maintain a variety of files, filing system.
- Prepare, maintain, and update various orders including work orders and purchase orders.
- Respond to emergency situations as requested including hazardous and severe weather conditions which may involve fire, floods, and tornadoes.
- Coordinate with police and emergency dispatchers as required.
- Schedule and coordinate vehicle and passenger trips, dispatch vehicles.
- Carries out the policies while providing leadership and guidance while managing the department.
- Must have proficiency using a computer and Microsoft Office programs.
- Knowledge of standard and best practices for Transportation operations and fleet management.
- Knowledge of life cycles and proper maintenance of vehicles and equipment.
- Possess skill in capital acquisition and disposing of vehicles and equipment.
- Adheres to and follows all Kiowa Tribal policies and procedures.
- All other duties assigned.

QUALIFICATIONS:

- Bachelor's Degree in Business, Transportation or other related field.
- Must possess two (2) years of work experience in public transportation, transportation management or related field.
- Must possess a minimum of three (3) years of work experience in supervising staff.
- Must possess a minimum of one (1) year budgeting experience.

REQUIREMENTS:

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a background investigation which reflects good moral character.
- Must be willing to submit to and pass drug testing.
- This position is subject to the Kiowa Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to travel when needed.
- Work is normally performed in office work environment (occasionally outside).
- Regular sitting, standing, walking.
- Occasionally reaching, stooping, bending, and lifting of items weighing 50 pounds or less.

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