



# KIOWA TRIBE JOB OPPORTUNITY

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

<b>Position Title:</b> Transit Manager	<b>Department:</b> Transit
<b>Opening date:</b> 1/22/25	<b>Closing date:</b> 2/05/25
<b># of vacancies:</b> 1	<b>Location:</b> Carnegie, Oklahoma

## **POSITION DETAILS:**

<b>Status:</b> Full-time	<b>Reports to:</b> Director of Transportation
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$16.00 per hour - \$21.00 per hour
<b>Division:</b> Housing and Community Division	

## **JOB SUMMARY:**

The transit manager must be able to schedule and coordinate vehicle and passenger trips, dispatch vehicles and to participate in a variety of administrative and clerical tasks relative to assigned area of work. Carries out the policies while providing leadership and guidance while directing and assisting the department.

## **RESPONSIBILITIES:**

- Must be a team leader possessing strong leadership, analytical and decision-making skills.
- Monitor and respond to a variety of call including two-way radios and mobile phones.
- Verify and monitor staff unit locations.
- Record all service calls, prepares, prioritize and relay transportation request including emergency situations.
- 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.
- Collect transit fares and distribute transit passes, account for funds received, conduct appropriate cash controls and processing of new client applications.
- 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 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 and filing system.
- Prepare, maintain and update various order including work orders and purchase orders.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- 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.
- Must have proficiency using a computer and Microsoft Office programs.
- Knowledge of life cycles and proper maintenance of vehicles and equipment.
- Adhere to and follows all Kiowa Tribal policies and procedures.
- Other duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Business, Transit or another related field; or a
- 2 years' experience working with a public transportation organization with emphasis on program scheduling transit management, experience may be in lieu of the degree.

#### **REQUIREMENTS:**

- Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance.
- Must be willing to submit to and pass a background investigation which displays a good moral character.
- Must be willing to submit to and pass drug testing.
- Must be able to travel when needed.
- Work is normally performed in office work environment (occasionally outside).
- Regular sitting, standing and walking.
- Occasionally reaching, stooping, bending, and lifting of items weighing 50 pounds or less.

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