



**CHOCTAW REGIONAL TRANSPORTATION AND
MAINTENANCE FACILITY - STATE GRANT**

390 INDUSTRIAL PARK, SUITE 1
CHOCTAW, MS 39350

ADMINISTRATION: 601-650-7433 / 7428; MAINTENANCE SHOP: 601-650-7353 / 7426
OPERATION TRANSIT: 601-650-7417 / 7430; FLEET MANAGEMENT 601-650-7429
FAX 601-650-7442

JOB ANNOUNCEMENT # 134053

POSITION TITLE: Dispatcher (3 POS. FULL TIME)
OPENING DATE: MARCH 01, 2024 MAR 01 2024
CLOSING DATE: MARCH 15, 2024 OR UNTIL FILLED
SALARY: Tribal Salary Grade 07
SUPERVISOR: Operations Supervisor, Community Regional Transportation and Maintenance Facility
EMPLOYMENT TYPE: Regular, Full time; Non-exempt
JOB LOCATION: Community Regional Transportation & Maintenance Facility

SCOPE OF SERVICE:

The Dispatcher for Community Regional Transportation and Maintenance Facility is an integral member of the overall public transportation team. The Dispatcher is responsible for maintaining current, accurate information concerning all Transit routes, schedules, vehicles, and driver locations. The Dispatcher communicates regularly and routinely with the drivers and Supervisor. The Dispatcher may be required to drive as needed basis. The Dispatcher provides liaison support, including coordinating daily transit services and directing through dispatching flexible/deviated route driver activities.

DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Operations Supervisor to assign and fill all shift work driver assignments at Choctaw Transit
2. Maintains readily accessible lists of all routes and schedules
3. Maintains a list of vehicles for all routes and back-up vehicles
4. Maintains a list of all drivers and back-up drivers

5. Communicates with Choctaw Transit drivers and the Operations Supervisor over two-way radio or mobile texting, logs transmissions and provides schedule information and time checks as needed
6. Assigns vehicles and drivers to routes as required
7. Maintains contact with drivers
8. Schedules all passengers, both Tribal and from the general public using automated scheduling software
9. Answers phone and provides overall transit system information, routes, and passenger scheduling
10. Provides information to law enforcement concerning vehicle accidents and public safety at the bus terminal facility
11. Maintains records and files
12. May require to drive on occasions.
13. Accepts responsibility of working weekends, holidays and odd hours, whenever required
14. Ensures that routes and schedules are on time
15. Attends all training as required
16. Duties assigned by the Supervisor.

QUALIFICATIONS:

1. Must possess a valid Mississippi Driver License
2. Must maintain proof of liability insurance
3. Must adhere to the Tribe's Driver policy and procedures
4. Must follow MBCI & FTA Alcohol and Controlled Substance Policy and Testing Requirements
5. Must possess a High school Diploma or GED
6. Preference for at least one year of work experience or training
7. Must be proficient in MS Word and Excel software programs

8. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
9. Demonstrate knowledge, sufficient to perform essential functions, of public transit operating rules and regulations
10. Must at all times be patient, courteous and considerate to customers and the public

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section 11, (A), have been revised and approved as follows:

Further bolstering this Native American preference, to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case by case basis.

The Authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and then Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for; or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by the Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350