



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

390 INDUSTRIAL PARK, SUITE I  
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 # 024051**

**POSITION TITLE:** Assistant Director  
**OPENING DATE:** **AUGUST 02, 2024** ~~AUG 02 2024~~  
**CLOSING DATE:** **AUGUST 16, 2024 OR UNTIL FILLED**  
**SALARY:** Tribal Salary Grade 16  
**SUPERVISOR:** Director, Community Regional Transportation and Maintenance Facility  
**EMPLOYMENT TYPE:** Regular Full time; Exempt  
**JOB LOCATION:** Community Regional Transportation & Maintenance Shop

**General Description of Position:**

The Assistant Director reports to the Director and is responsible for assisting the Director for oversight and administer the transportation program to get clients to and from their destination and activities at proper times safely.

**Duties and Responsibilities:**

1. Assumes responsibilities in the event if the Director is absent.
2. Assists in implementing work plans, projects, schedules, budgets, and work force utilization to meet the goals of the Department.
3. Directly supervises the Operation Manager and Lead Dispatch operations and bookkeeper, conducts performance reviews and holds employees accountable for performance of their responsibilities.
4. Review all personnel actions and maintain a current listing of all personnel which should include positions, title, and rate of pay for Transit and Dispatch.
5. Assist in generating reports as required by local, state, and federal laws and regulations.
6. Oversees Transit operations.

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7. Assists in developing and directs the design, production and distribution of specific marketing materials targeting employees, human service agencies, and other entities, based on the EZTAG assessment.
8. Assists in development of routes and monitoring daily operations.
9. Works with Safety Security officer and building security safety passenger protocols for the drivers and passengers.
10. Oversee duties with Mobility Manager and help with promotional events. Create ways for marketing and advertising.
11. Perform HR related duties.
12. Secondary timekeeper for all Transit staff.
13. Perform other duties as assigned by supervisor.

**Physical Location:**

The Assistant Director shall maintain an office at the Community Regional Transportation / Choctaw Transit Administrative Office Building.

**Qualifications:**

1. An undergraduate degree, preferably in Business Management related field, from an accredited institution of higher learning, must have 2 years' experience in related field of public relations or communication, or administration.
2. Excellent written and verbal communication skills.
3. Must be able to work independently with professional work ethics.
4. Proficient in the use of personal computers with a working knowledge of Word and Excel and experience in intelligent transportation software.
5. Ability to travel at times on job-related responsibilities and training.
6. Knowledge of Federal Indian Programs, contracts and grants, with FTA and MDOT preferred.
7. Demonstrated knowledge of all applicable Tribal, State, and Federal laws, rules and regulations concerning vehicle operational safety.
8. Demonstrated knowledge of automotive service and repair.
9. Demonstrated fluency in both Choctaw and English preferred.
10. Ability to work independently and demonstrate professional work ethics.
11. Must be able to travel at times on job related responsibilities and for training.

12. Knowledge of Federal Motor Carrier Safety Regulations (FMCSRs) Commercial Driver License Regulations.
13. Must possess a valid Mississippi Driver's license, personal transportation, and liability insurance is required for this position.
14. Positions in this job classification are considered safety sensitive and are subject to drug testing, including random drug screens, in accordance with the rules and regulations of the Drug and Alcohol Policy.

**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 by 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