



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 #131051

POSITION TITLE: Director
OPENING DATE: MARCH 26, 2025 MAR 26 2025
CLOSING DATE: APRIL 09, 2025 OR UNTIL FILLED
SALARY: Tribal Salary Grade 21
SUPERVISOR: Director, Tribal Member Services
EMPLOYMENT TYPE: Regular Full time; Exempt
JOB LOCATION: Community Regional Transportation & Maintenance Facility

General Description of Position:

The Director reports to the Director of Tribal Member Services and is responsible for overseeing and administering public transportation services to get clients to and from their destination in a safe and efficient manner, servicing tribal members and the general population. Choctaw Transit serves six counties of Leake, Lauderdale, Kemper, Neshoba, Newton, and Winston. In addition to the areas served, Choctaw Transit maintains partnerships and collaborates with the EZTag Regional partners, which consists of 6 transportation agencies including Choctaw Transit who in total serve 17 counties. This position is also responsible for overseeing the Vehicle Repair Maintenance Facility (Transit Shop), for the safety repair and the maintenance of vehicles serviced safely within the facility.

Duties and Responsibilities:

1. Assists in implementing and evaluating work plans, projects, schedules, budgets, meetings, and work force utilization to meet the goals of the Community Regional Transportation and Maintenance Facility.
2. Directly supervises the Assistant Director and chain of command will be adhered based on the program organizational chart.
3. Works with the assistant director conducting performance evaluations and holds employees accountable for the work performance of their duties.

Director
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4. Review all personnel actions and maintain a current listing of all personnel which should include positions, title, salary, and other pertinent information for the transit department.
5. Ability to generate monthly, quarterly, and annual reports as required by local, state, and federal agencies according to laws and regulations.
6. Oversees and approves all of Transit operational endeavors for the best of the program.
7. Coordinates, plans, and advises with transit supervisors/managers, to train, certify, licensure, and enable educational growth to applicable staff members.
8. Provides oversight in developing and directing the design, production and distribution of specific marketing materials targeting employees, human service agencies, educational programs, ADA, and other entities, based on the EZTAG assessment.
9. Provides oversight into the development of routes and monitoring daily operations.
10. Collaborate with Safety Security Officer & Tribal Risk Management regarding building security, vehicle security/safety, and passenger safety protocols for all riders.
11. Must be proactive in attracting business/increased ridership's for the program and provide MOU/MOA for executive approval.
12. Must communicate and build relationships with tribal programs needing assistance and aid, regarding riders who are elders, ADA, educational, EAC meal deliveries, medical, etc.
13. Must communicate and build relationships with outside entities with transportation needs such as kidney care, residential centers, medical managed care organizations, Boys & Girls Club, local city tourism endeavors, and any such entity with transportation requests or needs.
14. Works with Tribal, State, and Federal entities in grants management and applying for grants applicable to funding for buses, operational funding, Multi Modal Funds, and any additional funds to enhance program growth or needs.
15. Must be familiar with NTD reporting, ATDS reporting, 5310 & 5311 grants management, Alldata software, MDOT's Blackcat reporting software, FTA TrAms reporting Platform, QRyde software, and other various platforms.
16. Must be willing to learn, train, and teach staff supervisors/managers on any new applicable software platforms required by local, tribal, state, and federal agencies.
17. Must be trained in becoming secondary DER upon completion of training in the FTA's required Drug & Alcohol Program, ESF training will be provided by FEMA, and BSL certification all requirements.
18. Assists in performing HR related duties, when needed.
19. Backup timekeeper for all Transit staff.
20. Perform other duties as assigned by supervisor.

Physical Location:

The 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, transportation, 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 knowledge.
7. Must have knowledge of all applicable Tribal, State, and Federal laws, rules and regulations concerning vehicle operational safety.
8. Demonstrate knowledge of automotive service and repair.
9. Demonstrated fluency in both Choctaw and English.
10. Ability to work independently in a professional setting.
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 the 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