



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

## Job Announcement

**Position:** Transit Dispatcher Assistant

**Location:** White Earth

**Pay:** \$20.42/hr.

**Benefits:** 401K & PTO

**Open:** 01-12-2026

**Close:** 01-23-2026

**Status:** Part Time

The White Earth Reservation Business Committee is seeking a qualified candidate who will be responsible performing dispatch services for the White Earth Reservation public transit program on a part time basis. Coordinates with the Transit Managers and Bus Driver's to ensure efficient and timely delivery of public to their destination. Must comply with Federal Drug and Alcohol Compliance and testing as it pertains to CDL requirements. Marijuana and Alcohol use is not allowed for this position as it pertains to safety sensitive work and CDL requirements.

Position Outcomes:

### **Listens to and responds to all calls received to ensure proper communication.**

- Operates a multi-function telephone system and radio system.
- Maintains contact with each bus and relays dispatch instructions.
- Answers incoming calls and dispatch accordingly. Insures the efficient and timely delivery of public to their destination.
- Plans and create trip/route schedules for the bus drivers.
- Plans weekly bus drivers work schedules.

### **Assisting management personnel.**

- Audits drivers' trip sheets for reporting.
- Responds to concerns, comments, or inquiries from the staff or community in a timely fashion to ensure positive public relations and good customer service.
- Maintains compliance with applicable laws and regulations.
- Assists as a substitute driver when needed.
- Reconciles and deposits fares daily.
- Operates a Global Positioning System (GPS) to track bus locations and maintenance needs
- Coordinate with vendors and client sales of transit bus passes, tokens, or tickets.
- Respond to emergencies when needed.
- Work on Electronic Fare Systems and make repairs and maintain them.
- Organize and file reports and paperwork as needed for administrative staff

### **Prepares correspondence and statistical, financial, and activity data for required report procedures.**

- Maintains spreadsheets using basic arithmetic calculations.
- Inputs, updates and/or retrieves accounting data from computer systems.
- Proofreads and corrects accounts, bills, checks, vouchers, or charges for accuracy and completeness of information and prepares entries to correct errors found.
- Pull reports from the Electronic Fare Systems as it pertains to grants.

### **Performs other duties and responsibilities as required or assigned.**

- **As a safety sensitive position, you must comply with requirements set forth in Federal Transit. Administration (FTA) 49 CFR Part 655, and part 382 or part 40, Drug and Alcohol Program.**
- **Must be able to pass a criminal background check and drug screening.**
- **Must pass a DOT pre-employment medical examination.**

- **Work shifts assigned within a 24-hour day which may include weekends and holidays.**

### **Knowledge, Skills & Abilities:**

- Knowledge of the White Earth Reservation demographics, culture, history and lifestyle.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of general record keeping and filing systems.

- Ability to carry out assigned responsibilities consistent with state, tribal and federal policies and procedures, and all supervisory directives.
- Ability to exercise considerable judgment and initiative in the performance of job responsibilities.
- Ability to add, subtract, multiply or divide quickly and correctly.
- Ability to understand and carry out detailed written and oral instructions.
- Ability to compare data from a variety of sources for accuracy and completeness.
- Ability to organize work efficiently.
- Ability to perform detailed work with speed and accuracy.
- Ability to multi-task and prioritize the various tasks.
- Ability to interact with the public, transit staff, and other transit providers in a professional manner.
- Skilled in the use of spreadsheets and database software
- Skilled in the operation of office equipment, including copiers and fax machines
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Knowledge of AMER Radio systems and their functions.
- Ability to operate WIFI and Dispatch software as it pertains to transit buses and office tracking.
- Knowledge of some minor bus repairs for trouble shooting over-the-road.
- Ability to problem solve issues with passengers and buses.

**Qualifications:**

- High school diploma or GED and 2 years of post-high school training/education in a related field, or equivalent combination of education and experience.
- Must complete First Aid and CPR
- Valid MN Driver's license and insurable for travel between sites and other business-related destinations.
- Must have a Commercial Driver's License (Class C) with a passenger endorsement or obtain one within the new hire probationary period. A DOT physical is required, as is proof of a safe driving record. A DOT physical is required every two years, and a copy of the driving record is required annually.
- Must timely attain Certifications for Transit, State, and Federal driver compliance Safety and Training as outlined in the Driver Education Program.
- Must comply with requirements set forth in Federal Transit Administration (FTA) 49 CFR Part 655, and part 382 or part 40, Drug and Alcohol Program.
- Must be able to Pass a Federal/DOT drug testing as it pertains to Federal regulations and CDL requirements.
- Must be able to pass a criminal background check and drug screening.
- Must pass a DOT pre-employment medical examination.

Mail Applications to: White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment  
Background Checks performed*

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