



# 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**

**Location: White Earth**

**Pay: \$22.51/hr.**

**Benefits: Full**

**Open: 01-26-2026**

**Close: 01-30-2026**

**Status: Full Time**

The White Earth Reservation Business Committee is seeking a qualified candidate who will be responsible for performing dispatch services for the White Earth Reservation public transit program. Ensures the safety, efficient and timely delivery of public to their destination.

Position Outcomes:

### **Listens to and responds to all calls received to ensure the efficient and timely delivery of public to their destination.**

- Operates a multi-function telephone system and radio system.
- Operates a Global Positioning System (GPS), keeping in contact with each bus and relaying dispatch instructions.
- Answers incoming calls and dispatch accordingly. Insures the efficient and timely delivery of public to their destination.
- Make up trip/route schedules for the bus drivers.
- Maintains rider information files, information files for bus drivers.
- Abides by all policies and procedures as outlined in WEPT Policy and Procedures Manual, as well as applicable statutes.
- Respond in a timely manner to emergencies as they pertain to transit.

### **Assisting management personnel.**

- Audits driver's trip sheets and other reporting documents.
- Maintains transit activities in the absence of the Manager and Asst. Manager
- Interacts with the public, transit staff, and other transit providers in a professional manner.
- 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 local, state, and federal laws and regulations.
- Manually files and/or removes records and reports according to instructions.
- Operates standard office equipment.
- Assists as a substitute driver when needed.
- Requisitions purchase orders and maintains procedures per the finance policy.
- Reconciles and deposits fares weekly.
- Chairs the Safety Committee while meeting at minimum quarterly based on needs.
- Maintains or assists as directed the Preventative Maintenance Service Program and/or Annual DOT vehicle inspection required by MNDOT.
- Maintains as directed the Federal Transit Administration (FTA) 490CFR part 655 and part 382 or part 40, Drug and Alcohol Program and employee files.

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

- Designs, prepares and maintains spreadsheets using basic arithmetic calculations.
- Inputs, updates and/or retrieves accounting data from computer systems.
- Performs data entry for billings and vouchers according to specific instructions.
- Proofreads and corrects accounts, bills, checks, vouchers, or charges for accuracy and completeness of information and prepares entries to correct errors found.
- Reads, understands and applies current accounting guidelines system updates and revisions and policy changes.
- Coordinates with vendors for sale of bus passes, tokens, or tickets.
- Maintains repairs of Electronic Fare Systems.
- Performs other duties and responsibilities as required or assigned.
- Work shifts as assigned within a 24-hour day which may include weekends and holidays.

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

- Knowledge of White Earth Reservation demographics, culture, history and lifestyles.

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Public Works department.
- Machines or equipment are used regularly in this position. (Computer, printer, copier, fax, calculator, phone system, bus, care, base radio.)
- Ability to carry out assigned responsibilities consistent with state, tribal and federal policies and procedures, and all supervisory directives. Expected to exercise considerable judgment and initiative in the performance of job responsibilities.
- Ability to add, subtract, multiply or divide quickly and correctly.
- Skilled in the use of spreadsheets and database software.
- Knowledge of spreadsheets and database software.
- Knowledge of general record keeping and filing systems.
- Knowledge of techniques used in locating errors.
- 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 work overtime as needed.
- Ability to compare data from a variety of sources for accuracy. Ability to multi-task and prioritize various tasks.
- Ability to perform detailed work with speed and accuracy. Ability to multi-task and prioritize various tasks.
- Ability to assist with Safety and Training Compliance and Driver Education Program.
- 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 and Outlook).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Knowledge of the AMER Radio Systems and its functions for programming and repairs.
- Ability to operate Wifi and dispatch software for buses and office communications.
- Knowledge of some minor bus repairs as it pertains for trouble shooting over-the-road
- Ability to problem solve issues in an emergency with passengers and buses.

**Qualifications:**

- High school diploma or GED and 2 years of post-high school training/education or related field, or equivalent combination of education and experience.
- Must also complete First Aid and CPR certification and attend training to become certified as operators for State and National Computer Terminals.
- Valid Driver's license and insurance 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. DOT physical is required, as is proof of a safe driving record. The DOT physical is required every two years and a copy of the driving record is required annually.
- Must also be able to attain Certifications for Transit, State, and Federal driver compliance Safety and Training as outlined in the Driver Education Program.
- 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.

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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