

Santee Sioux Nation

**TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD**

**Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard**



**425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry**

VACANCY ANNOUNCEMENT

**Position: SSN Tribal Transit Manager
Department: SSN Dakota Transit
Supervisor: SSN Land Manager/Roads Director
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: NO
Salary: \$16.00 - \$18.00 Starting (DOQ)
Posted: 11/26/2024-12/11/2024**

GENERAL OVERVIEW:

This position is responsible for the coordination of transit services, including the planning and scheduling of bus and van services along an established rout, as well as demand responsive services as identified. The transit manager will be responsible for the day-to-day operation and oversight of the transit service. The transit manager will provide backup dispatch and transit driver duties as necessary.

DUTIES AND RESPONSIBILITIES:

- 1. Maintain a tactful relationship with supervisor and co-workers.**
- 2. Behave courteously towards and communicate politely and efficiently with the public and others.**
- 3. Oversee the transit drivers.**
- 4. Produce and oversee user responsive scheduling, marketing and service advertisement.**
- 5. Generate daily logs, graphs and reports used or monthly, quarterly, and annual reporting and key decision making.**
- 6. Produce reports, logs and track mileage and revenue by trip.**
- 7. Assist and develop grants and other funding sources.**
- 8. Maintain accurate daily and monthly cost disbursement journal and transit budget oversight.**
- 9. Perform and/or schedule regular maintenance and safety checks of transit buses.**
- 10. Other duties as assigned to meet the need of the program.**
- 11. Completes TRAAMS and NTD annually and timely.**

Program Specific Qualifications, Key Skills & Attributes

- Knowledge of transit system planning operations.**
- Knowledge of data organization and budget development.**
- Must possess a valid Nebraska Driver's license.**

- Must pass a background investigation.
- Ability to communicate well with staff and public.
- Good record keeping skills and the ability to maintain daily, weekly and monthly records, receipts, and logs.

Standard of Performance:

- Attend mandated training and obtain required certifications
- Perform high quality work
- Show initiative and dependability on the job
- Maintain client confidentiality

Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
2. Have a Valid Driver License
3. High School Diploma or GED equivalent

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum two or four-year college degree or professional and community experience; and one year of professional work experience strongly “preferred”, but “not required.”
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, “beginning” at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus’s**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or

control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, "Indian Preference" Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, "Veteran's Preference" Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

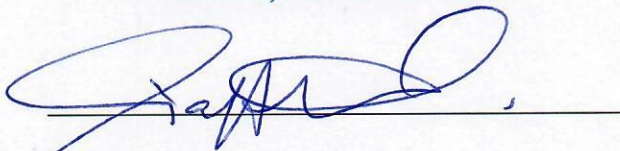
****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

- *2 forms of identification**
- *Current working contact number**
- *Completed application (partially completed not accepted)**
- *Release of Information form completed**

Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources
Attention: Sidney A. Tuttle, Sr., HRD
425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219**



APPROVED



DATE