
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Transit Coordinator

Reports To: Department of Transportation Director

Location: Orleans, CA

**Assigned
Work Location:** Orleans CA

Classification: Full-time Regular, Exempt, Non-Entry Level

Salary: \$24.00 – 35.00/DOE

Summary: Under the general supervision of the Department of Transportation (DOT) Director, the Karuk Transit Coordinator is responsible for the development and administration of the Karuk Tribe's Transit Program. Transit Coordinator will be responsible for the proper, effective and efficient administration of all programmatic functions of the Karuk Tribe's Transit program, including but not limited to; assistance in the development and management of a transit feasibility study, managing budgets, requests for proposals, contracts, transit planning, compliance reporting, transit schedules, the creation and submitting of proposals for transit funding. The Transit Coordinator will be responsible for attending regional transit meetings in Humboldt and Siskiyou Counties, as well as the management of all Tribal, Regional, State and Federally funded transit projects.

The Transit Coordinator will be responsible for overseeing day-to-day transit operations, maintenance of the transit facility once established, procurement of transit vehicles, reporting on existing and future transit grants, and the creation of the Tribe's annual transit service plan. Will be responsible for seeking and applying for funding for the continuance of the transit program.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's TERO Preference and Drug and Alcohol Policy apply. If selected, applicants must Successfully pass a drug screening and be willing to submit to a criminal background check.

Job Descriptions are available online at: www.karuk.us or by contacting the Human Resources Department at: Telephone: (530) 493-1600 ext. 2038 or ext. 2038, Fax: (855) 437-7888, or Email at humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. General management and development of a comprehensive Tribal Transit Program, including the development of policies, procedures, formats, organizational charts, etc. needed for the effective operation of the program.
2. Coordinates, oversees, and evaluates the activities, programs and services of the Karuk Tribal Transit Program.
3. Develops the Tribal Transit program budgets, cost summaries, reviews of general ledger and financial statements, preparation of budget and necessary modifications.
4. Reads, interprets and applies all Tribal, Federal, State, California Highway Patrol (CHP) and Local government rules, ordinances, regulations, policies, procedures and guidelines.

5. Abides by all DOT and Federal Transit Administration (FTA) Drug and Alcohol rules/regulations for the Transit Program and other transit authorities
6. Abide by all Federal Civil Rights, Tribal and American with Disability Act (ADA) rules/regulations as required.
7. Serves as a liaison with the Karuk Tribal Council, Commissions and Committees to coordinate efforts, plans and implement transit strategies, share resources and discuss relevant issues.
8. Creates partnerships and collaboration with Humboldt and Siskiyou Counties, Caltrans Federal Highway Administration (FHWA), FTA and other transit stakeholders to maximize transit funding and service.
9. Develops, recommends and monitors budgets by reviewing past expenditures, analyzing future needs and make determinations regarding the necessary resources to accomplish goals and meet community needs. Maintains all program related funding contracts, agreements and grant or contract files, including but not limited to Monthly Reports, Quarterly Progress Reports, Financial Status Reports, Annual Budget Reviews, performance and inspection schedules, modifications and close-outs, and summary of cumulative cost incurred for projects.
10. Monitors the progress of projects to ensure compliance with established federal guidelines/rules, project specifications and documentation requirements.
11. Approves for submission, and recommends to Supervisor, expenditures to insure compliance with budgetary guidelines.
12. Responsible for preparation and submission of grants and financial reports.
13. Responsible for appropriate accounting and record keeping procedures to meet audit requirements of funding agencies.
14. Responsible for providing transit training to staff.
15. Determines appropriate decisions to accomplish community transit goals and maintain positive relations for the Transit Program.
16. Oversees transit, analyzes service utilization and operations, receives and responds to complaints, review accident records and equipment failures, and develop corrective action plans.
17. Ability to work in a fast-paced work environment. Attends all required functions of the Tribe (i.e., Annual Reunion (weekend), etc.)
18. Responsible for scheduling bus, van, and other modes of public transit and coordinating with local transit agencies for services.
19. Supervises the activities of transit staff including contract staff. Supervision includes assigning and reviewing work, aiding, administering discipline, evaluating performance, and making hiring, termination, and pay change recommendations.
20. Provides dispatch and passenger ticketing/scheduling services for the Transit Program.
21. This position may require travel throughout the region, including California and the United States to carry out program management responsibilities.
22. Other duties as assigned to meet the needs of the program.

SUPERVISORY RESPONSIBILITIES:

This is a supervisory position. The Transit Coordinator will be responsible for providing direct supervision to any staff members assigned to the Tribal Transit Program.

MINIMUM QUALIFICATIONS:

- A broad basic knowledge of the Karuk Tribe, its culture and surrounding communities.
- Must have experience in transit system planning and operations.
- Must have at least 1 year of experience with managing and supervising transit operations.
- Ability to instruct, direct and evaluate employees.
- Must have organization and decision-making skills.

- Must have communication skills, both written and oral.
- Knowledge of accounting and budgeting procedures and grant development & administration.
- Knowledge of Tribal/State/Federal Transit Administration grant application process and grant reporting.
- Highly computer literate and familiar with Microsoft Office Professional and related software programs.
- Knowledge of Federal, State and Tribal transit regulations.
- Knowledge of DOT and FTA Drug and Alcohol rules/regulations.
- Knowledge of ADA and Civil Rights rules/regulations.
- Must possess a valid California Driver's license and a clear Department of Motor Vehicle printout. Must be insurable under the Karuk Tribe's Insurance Policy.

EDUCATION/EXPERIENCE:

Degree or certificate from a fully accredited college or university in Transit Planning and Services, Public Administration, Operations Management in Business, Construction, Public Works, Utilities, or a closely related field, and/or two (2) years' work experience with at least one (1) year managing/supervising employees and transit operations.

Equivalent combinations of education and work experience will be considered for this position.

CONDITIONS OF EMPLOYMENT:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
2. All applicants are subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment screening.
3. Must have a valid California Driver's License and be insurable through the Tribes insurance plan.
4. Must have the ability to read and comprehend simple instructions, short correspondence, and memos, also to write simple correspondence. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
5. Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
6. While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 25 pounds.
7. **VISION REQUIREMENTS:**
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Qualifications:

1. Has the ability to work effectively with Native American people in culturally diverse environments.
2. Has the ability to manage time well and work under stressful conditions with an even temperament.

3. Has the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess demonstrated experience in Microsoft Suite; as well as other general computer skills.
3. Up to three years of clerical and/or administrative experience; and knowledge of Tribal culture, policies and procedures is highly preferred.
4. Must be punctual, a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
5. Must have demonstrated ability to speak clearly and professionally in face-to-face, as well as telephone communications.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and be willing to submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: it shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: October 2, 2024

Employee's Signature: _____