



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
Tel. (218) 983-4646
Fax (218) 983-4343

CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Bus Driver Dispatch

Location: W.E. Circle of Life Academy

Pay: \$15.00/hr.

Benefits: Full

Open: 04-17-17

Close: 04-21-17

Status: Full Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to be responsible for radio dispatch person to assist bus drivers in relaying messages about transportation needs.

- 6 – hours per day (6am-8am & 4pm-8pm)
- Maintains an up-to-date listing of school busses, drivers and sub drivers.
- Ready access to an up-to-date route sheet for each scheduled route.
- Maintains cordial working relationships with assigned drivers.
- Demonstrates a comprehensive knowledge of roads and street on the White Earth Reservation and surrounding areas.
- Operate two-way radio base station, and record radio communications as required.
- Communicate with departments employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.
- Communicate with Transportation Coordinator.
- Perform a variety of clerical support duties as assigned; answer telephone, route calls or messages.
- Operate standard office machines.
- Perform other duties as assigned.
- Maintain regular attendance.

Knowledge, Skills & Abilities:

- Knowledge of modem office practices, procedures and equipment.
- Knowledge of basic record-keeping and maintain routine records.
- Knowledge of Interpersonal skills using tact, patience and courtesy.
- Ability to operate a two-way radio and standard office machines.
- Ability to understand telephone techniques and etiquette.
- Ability to perform dispatching and clerical support duties for assigned department.
- Ability to speak clearly and distinctly.
- Ability to learn and applicable department rules, regulations, polices, and procedures.
- Ability to understand and follow oral and written directions and ability to communicate orally and written. Type at an acceptable speed, work cooperative with others.

Qualifications include:

- High School Diploma or GED
- Dispatching experience preferred but not required.
- Must obtain a Class B driver's license, passenger and school bus endorsements within 120 days of being hires. To support drivers in breakdown or maintenance situations.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com