

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Transportation Coordinator

Department: Public Works

Required Qualifications/Essential Duties:

- Must have High School Diploma or General Education Degree (GED) plus one year related experience;
- AA/AS Degree in Business Program/Business Administration or Supply Chains and Logistics or related field;
- Knowledge of DOT (Department of Transportation) and requirements;
- Valid California Driver License;
- Must be insurable through company's carrier and maintain throughout employment
- Must obtain a Class C Passenger Endorsement License (Van/Shuttle) within the 90-day introductory period and maintain throughout employment
- Valid First Aid and CPR certification and maintain throughout employment- **Required or able to obtain within 90-day introductory period;**
- Performs the duties of Transportation Coordinator as assigned; oversees all inspections of vehicles and scheduling of routine maintenance for all program vans & shuttles. Guides and supports all transportation aspects with their daily responsibilities on assigned shift;
- Maintains and files all daily vehicle logs for Santa Rosa Rancheria Company Vehicle inspection reports and vehicle maintenance logs;
- Maintain all current fleet vehicle registrations for all Santa Rosa Rancheria tribal vehicle;
- Process DMV Registrations, process all AWSI invoices and keep accounts current;
- Create and monitor SRR Vehicle Depreciation List;
- Possesses administration skills and processing;
- Ensure that vehicles are safe and meet legal requirements and that drivers are aware of their duties;
- Assist with training SRR employees obtaining Passenger Carrier Special Driver License as well as schedules and provides necessary passenger trainings on as need basis or renewals;
- Transports tribal employees, enrolled program participants and other associates upon authorized request by the department director(s) or tribal council. Responds to departments requests, complaints or inquiries courteously and promptly;
- Possesses a good working knowledge of all site locations, types and special features; maintains information on all outlets including hours of operation;
- Responsible for maintaining a consistent and regular attendance record; Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Santa Rosa Rancheria Tachi-Yokut Tribe.

Reports To: Director

Starting Rate of Pay: \$60,320.00 (Exempt)

Approximate Hours: 40+ hours per week

Date Posted: January 30, 2024

Deadline: Open Until Filled

Department Director Date

Human Resources Director Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.