

**LOWER BRULE SIOUX TRIBE  
RED TAIL EXPRESS/EDA PLANNING  
JOB DESCRIPTION**

**Amendment to Job Title**

**JOB TITLE:** Administrative Assistant

**JOB CLASS:** DOE

**JOB SUMMARY:** Assistant to the Red Tail Express Transit Director. Implements day-to-day operations of the Red Tail Express Transit program. Specific duties include, but are not limited to Red Tail Express planning and reporting, EDA planning and reporting and 93-638 planning and reporting. The position includes coordination and oversight of transit services, transit personnel, budget preparations and compliance, 93-638 grant and contract management, including financial management and reporting; assuring FTA compliance and applicable laws, codes, rules and regulations; assist in the evaluating and training of Bus Drivers and support staff.

**PRIMARY DUTIES:**

- Directs, schedules, evaluates and motivates drivers ensuring adherence to safety policies, including ADA compliance, and drug and alcohol testing.
- Through record keeping, insures proper out-of-town trip scheduling with other programs director and/or tribal court/counseling.
- Responsible for developing, coordinating, tracking, and/or conducting the department's reporting requirements through organizing, developing and maintaining a record keeping system using forms, hard files and computer programming.
- Assists the Director in addressing and resolving complaints and/or issues raised by transit drivers, customers and the public related to providing a comfortable, safe and efficient transit delivery service. Assist in the resolution of client and community complaints related to safe and efficient public transportation.
- Responsible for ensuring drivers have appropriate documentation for various aspects of trip assignments. Maintains the program's fleet inventory, schedules routine maintenance on fleet inventory and fleet insurance coverage. Weekly inspects fleet for interior and exterior cleanliness and body conditions. Schedules cleaning and detailing of fleet interiors with approved vendor.
- Responsible for posting and/or communicating policies, rules, destination, fares and other information related to transit charter/shopping services to assigned drivers and through community outreach via, community billboard postings, Facebook and/or the Tribe's website.
- Establishes, maintains and reconciles project CUFF ACCOUNTS, closes out contracts/grants and their filing system where all records of financial transactions are organized and secure for potential audits. This includes all P.L. 93-638 contracts and grants.
- Issues and processes pay requests to ensure accounts payables are ready for review, approval and processing by Transit Director and accounts payable Director and CFO. Follows up on the timely payments to vendors.

- Maintains and tracks all leave hours for all permanent full-time employees. Monitors all timecards each pay period, obtains employee signatures and prepared time sheets for submission for payroll processing. Obtains prior approval from Tribal Manager for all overtime. Logs and submits documentation for reimbursement for travel milage, per diem and credit card payments.
- Works with Director and other staff to assure the operation of the transit program is cost effective, including recommendations for routes, improvements, modification, or the elimination of certain transit services to reduce time and fuel waste.
- Investigates accidents. Receives and responds to drivers' incidents and accidents; if necessary, drives to accident scenes and conducts internal accident investigations, gathers information, takes photos and assists passengers and staff; obtains accident reports from driver (internal) and police agencies.
- Collects and maintains operational statistics, while working with the Transit Director and other tribal programs for end-of-year reporting requirements for TRAMS and the Annual National Transit Data Base Report (NTD). Oversees, files and maintains all documentation required by federal, state and local reporting requirements related to overall ridership, TRAMS, ADA and ridership revenue. Collects, stores and research information and data and prepares reports as required by NTD and TRAMS.
- Monitor driver attendance. Verifies trip sheets and timecards for accuracy, authorize work hours and overtime. Advise drivers of corrections or concerns. Schedules drivers' out-of-town trips. Processes per diem payments, personal credit card payments and reimbursements. .
- Represents and promotes LBT through personal presentations and other outreach to local groups throughout the community.
- Oversees shipping and receiving, checks mail, FedEx and UPS. Secures postage stamps and coordinates the transits program with activities at the tribal administration building and other anchor institutions.
- Assists the Director in preparing tribal council reports and packets.

A high school diploma, GED, Two-year Associates of Art degree preferred.

**QUALIFICATIONS:**

- A high school diploma or GED equivalency certifiicate required. Two-year Associates of Art degree is preferred.
- Must possess a valid SD state driver's license.
- Grant management experiece preferred. Requires advanced competent knowledge of Microsoft Word, Excel and Outlook programs.
- Pre-employment drug test and a criminal background investigation is required.

TO APPLY: submit a LBST tribal employment application/resume' to:

**Human Resources Office  
187 Oyate Circle  
Lower Brule, SD 57548**

**OPEN DATE: 11/13/2024**

**CLOSE: 11/27/2024**