

JOB OPENING ANNOUNCEMENT

Job Title: Transit Manager

Report To: Executive Office

Department: Chairperson

Job Vacancy: YAN-26-54

Status: Full Time (Exempt)

Starting Wage: DOE

Opening Date: 04/20/2026

Closing Date: Until Filled

POSITION DESCRIPTION:

Transit The Manager oversees the daily operations, planning and administration of public transportation systems, ensuring safe, reliable services. Manage and evaluate Transit Drivers support staff by providing leadership, guidance and direction. Ensures Transit Drivers are properly trained and equipment is operable in a safe condition on a daily basis. Adheres to and enforces department policies and procedures. Ensures the program is providing optimal transit service to local residents in a safe manner, maintain the highest degree of professionalism.

QUALIFICATIONS:

- Bachelor's degree in Transportation, Business/Public Administration, or related field.
- Minimum three (3) years management experience in transportation operations, logistics, or fleet management preferred.
- Thorough understanding of transit safety regulations, and compliance.
- Knowledge of principles of management, training, work scheduling and progressive discipline.
- Strong leadership, communication, decision-making, and organizational skills.
- Able to maintain positive work environment.
- Prepare and maintain accurate records and reports.
- Ability to interact with a culturally diverse population.
- Ability to effectively communicate verbally and in writing.
- Must possess knowledge working with a variety of computer software including Microsoft Word, Excel Spreadsheets and Power Point.
- Follow verbal and written instructions.
- Communicate rules regulations and service limitations with employees and the general public.
- Current CPR Certificate required.
- Must have a valid Arizona Driver's License with CDL preferred or ability to obtain a CDL and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
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DUTIES AND RESPONSIBILITIES:

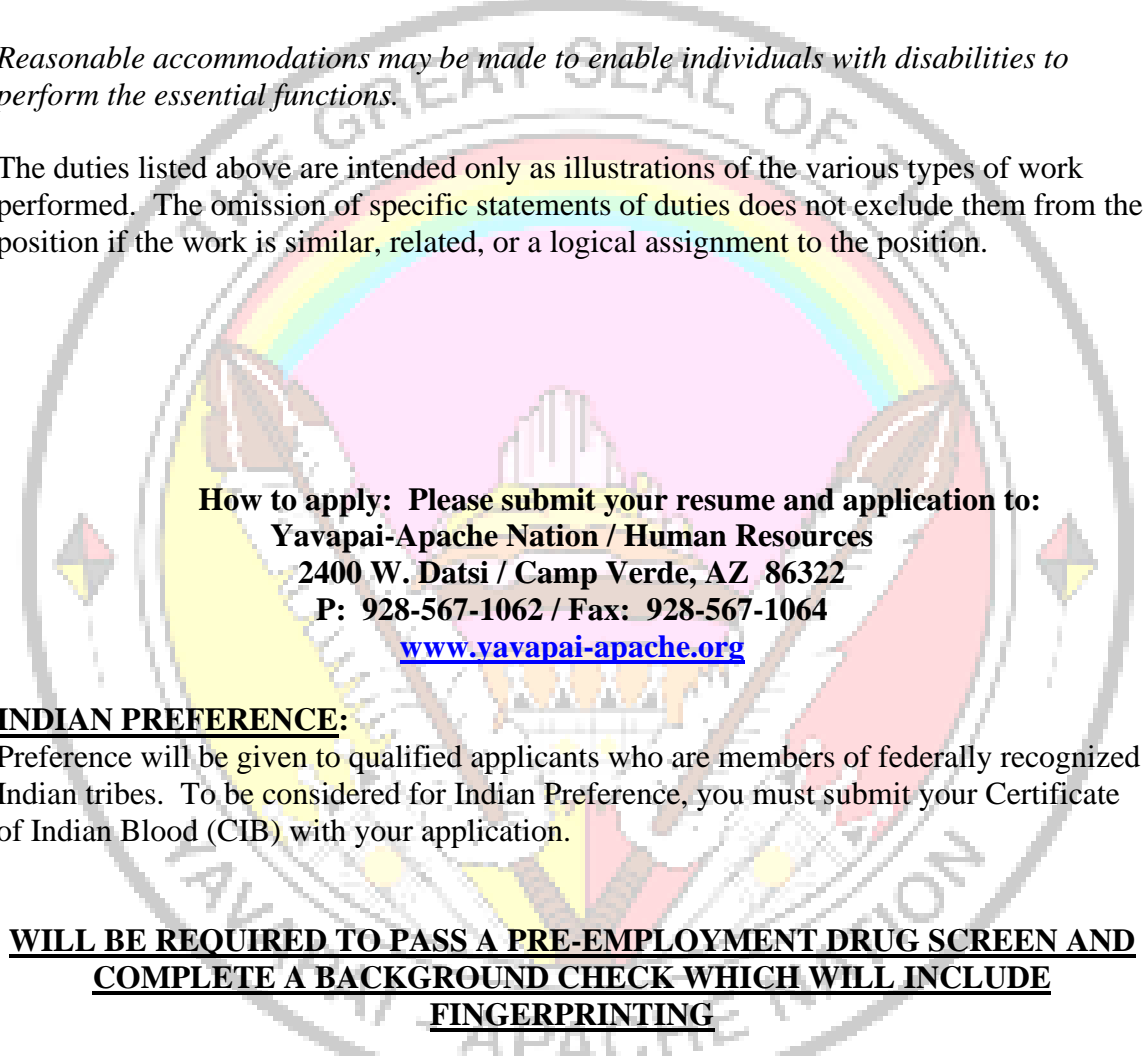
- Manage staff members under the Transit Program. Handles staff evaluations and disciplinary action.
- Provide various training including behind the wheel training and wheel chair securement. Ensures that staff is continuously provided with the up-to-date training as established by state law.
- Establishes individual and group goals and objectives.
- Maintains a positive working relationship with Staff, Tribal Employees, Regional Stakeholders, Vendors and Visitors in a professional manner.
- Administers and updates transit policies and procedures as needed.
- Coordinates the transit program efficiently to assure the maximum number of riders is served with a minimum time period by reviewing routes as necessary.
- Interact with transit operations in performing dispatch duties, receives calls from customers for schedules and rides, informs drivers of cancelations, traffic delays, etc.
- Routinely conducts road checks to ensure customer service, on-time performance, routine compliance and operational safety, provides reports to the Tribal Chairperson.
- Responds to accidents, incidents and tasks associated with emergency response.
- Submits repair work orders for vehicles utilized to ensure vehicle safety and that vehicles utilized in the provision of service meet or exceed AZ Department of Public Safety operational standards.
- Generate/Maintains accurate reports and documentation required: Dispatch Logs, Pre and Post Vehicle Inspections, wheel chair lift inspections, Accident, Incident Reports, Complaints and Daily Counts.
- Manages deposit records of receipts, submits fare monies received to the Nation's Finance Dept. per protocol set forth.
- Maintains various monthly reports to provide information and statistics for operational reports to the various entities that provide transit funding.
- Submits reports to Federal Transportation Authority (FTA) as required.
- Schedule and coordinate transportation coordinating meetings with State and Local Agencies.
- Become knowledgeable of ADOT, OSHA and FTA Regulations and Safety Laws.
- Maintains high standards of customer service knowledge of occupational hazards and safety procedures in the field.
- Develops and implements new methods and techniques beneficial to the program, consistently seeking avenues for improvement.
- Manages department budgets, prepares financial reports, and handles billing.
- Must be enthusiastic, motivated and well organized and able to work both as part of a team and independently.

Physical Requirements:

The employee must occasionally lift and/or move up to fifty (50) pounds and occasionally more. Will be required to lift or assist in transportation of individuals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a home setting, with frequent excursions into normal traffic noises. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Great Seal of the Yavapai-Apache Nation is a circular emblem. It features a central shield with a rainbow arching over a mountain range. The shield is flanked by two stylized figures, possibly representing the Yavapai and Apache peoples. The seal is surrounded by a circular border containing the text "GREAT SEAL OF THE YAVAPAI-APACHE NATION".

**How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org**

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**