



## Cow Creek Government Office

### Position Description

**Position Title:** Transportation Manager/Driver

**Department:** Human Services

**Reports To:** Human Services Director

**FLSA Designation:** Non-Exempt

### POSITION PURPOSE:

Provide safe transportation services for the Cow Creek Band of Umpqua Tribe of Indians.

### ESSENTIAL FUNCTIONS:

- Drive vehicle to and from passenger's home to various predetermined destinations, including pre scheduled routes.
- Receive ride appointment requests via phone.
- Create and maintain an orderly scheduled ride appointment calendar.
- Manage transportation grants, transportation projects and assist with the compiling of public transportation usage data for quarterly ODOT reporting.
- Attend quarterly transportation meetings, internal advisory meetings, and comply with all grant requirements.
- Provide courteous customer service and resolve minor customer service issues.
- Maintain a file of all customer service issues and the resolution of said issues.
- Communicate with organizational oversight providing regular program status report.

### QUALIFICATIONS:

- High School Diploma or GED required.
- Clean excellent driving record required.
- Grant Management and recordkeeping experience required.
- Ability to apply program service adjustments as directed by organizational oversight.
- Must be able to follow program policies.
- Strong phone skills.
- Strong people skills.
- Able to work independently without supervision.