



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
Fax: 907-826-3997

**JOB OPENING**  
**TRANSPORTATION DEPT. MANAGER**  
**FULL-TIME, NON-EXEMPT**

**Purpose:** Under the direction of the Tribal Administrator, the Transportation Dept. Manager will perform research, analysis, and monitoring of activities of contracts or construction projects in support of the tribe's current and long-range planning and program implementation activities. Successful applicant must have knowledge of the Bureau of Indian Affairs Indian Reservation Road Program (IRRP), and Tribal Transportation Program (TTP) and BIA's National Tribal Transportation Facility Inventory (NTTFI) and Fixing America's Surface Transportation Act (FAST Act). Must have knowledge of the federal, state, local and tribal rules and regulations governing roads/bridges inventories, of road construction and maintenance methods and practices.

**Supervision:** This position is directly accountable to the Tribal Administrator.

The successful applicant must have flexibility, excellent interpersonal skills, ability to follow oral and written instructions, prioritize multiple tasks and independently as needed. Must have skills in analyzing problems, projecting consequences, identifying solutions, and preparing, reviewing and analyzing technical, operational, financial reports and briefings.

**Minimum Qualifications**

1. Bachelor's Degree in a related field or three years' experience in contract administration and project management, or a combination of education and experience.
2. Must possess and maintain an Alaska Driver's License or capable of obtaining one within thirty (30) days of employment.
3. Must be insurable by the Tribe's Driving Policy.
4. Demonstrated dependability, maturity and judgment in the performance of duties.
5. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Salary Range: \$46,000-\$60,000/YR. DOE

Posted: July 14, 2021

Closing Date: July 28, 2020 at 4:00 pm.

**CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND CRIMINAL BACKGROUND CHECK UPON JOB OFFER.**

Applications and resume's may be electronically submitted to: [assttribaladmin@craigtribe.org](mailto:assttribaladmin@craigtribe.org).