



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

**JOB OPENING**  
**TRIBAL TRANSPORTATION PLANNER**  
**Full-Time, Non-Exempt**

**Position Summary:** Under the direction of the Tribal Administrator, the incumbent will perform research, analysis, and monitoring activities of contracts or capital projects in support of the Tribe's current and long-range planning and program implementation activities. Incumbent will receive training with respect to the transportation federal laws regarding the FAST Act (Fixing America's Surface Transportation Act), and other applicable federal programs the CTA Transportation Program operates within. This is a progressive position within the transportation department. At this level, the incumbent will assist in compiling data for use in planning studies preparation; summarize information from reports, field and file investigations, maps, notes; prepare written summaries of findings and make recommendation to Administrator for review and consideration.

The successful incumbent must have flexibility, excellent interpersonal skills, ability to follow oral and written instructions, prioritize multiple tasks and work independently as needed.

**Minimum Qualifications:**

- Broad basic knowledge of the Craig Tribal Association.
- Highly computer literate and familiar with Microsoft Office and related software programs.
- A broad basic knowledge of Community Planning Principles.
- A broad basic knowledge of state, federal and tribal funding agencies and programs.
- A broad basic knowledge of local transportation capital projects on Prince of Wales Island.
- Demonstrated dependability, maturity and judgment in the performance of duties.
- Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**Closing Date:** August 4, 2017 at 4 p.m.

**Salary Range:** \$17-\$20/hr. (\$33,150-\$39,000/annually)

**Posted:** 07/18/2017

UNDER THE AUTHORITY OF P.L. 93-638, INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES & PROCEDURES.

Applicants may be emailed to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org) or dropped off at the CTA Tribal Office at 1330 Craig/Klawock Highway, Craig, Alaska. For more information, please call (907) 826-3993.