



Craig Tribal Association  
P.O. Box 828  
Craig, Alaska 99921  
Tel: 907-826-3996  
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### **JOB OPENING**

#### **Transportation Dept. Manager**

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. 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.

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:** \$60,000-75,000/yr. (Full-time, Non-Exempt position)

**Posted:** 11/21/2023

**By:** Justna Cook, Administrator

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. THE CRAIG TRIBAL ASSOCIATION IS A DRUG-FREE WORKPLACE. SUCCESSFUL APPLICANTS MUST SUBMIT A PRE-EMPLOYMENT UA AND CRIMINAL BACKGROUND CHECK UPON JOB OFFER.

Applications may be emailed to: [tribal.admin@craigtribe.org](mailto:tribal.admin@craigtribe.org) or dropped off at the CTA Tribal Office at 505 Front Street, Craig, Alaska. For more information please call: (907) 826-3996.