Craig Tribal Association

P.O. Box 828

Craig, Alaska 99921

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**Position:** Transportation Department Manager

**Department:** Transportation

**Pay Range:** $60,000-$75,000/annual DOQ

**FLSA:** Non-Exempt

**General Duties:** The Transportation Dept. Manager under the direct supervision of the Tribal Administrator will perform research, analysis and monitoring activities of contracts or capital contracts in support of the tribe’s current and long-range planning and program implementation activities. This position will provide annual collection and update of transportation data. Provide documentation and submission of additional transportation data when applicable of existing and future transportation needs including mapping and other applicable data gathering methods.

**Supervision:** The Transportation Dept. Manager is directly accountable to the Tribal Administrator.

**Confidentiality:** The transportation program operations, business operations and political matters of the Craig Tribal Association will be kept strictly confidential, segregated on the computer system and shall not be available for review or access by anyone other than those authorized to receive such information.

**Responsibilities:**

* At this level, the incumbent will assist in gathering and analyzing data for specific community needs assessments, making recommendations for action.
* Incumbent will compile data for use in planning studies preparation; summarize information from reports, field and file investigations, maps, notes, and all other available sources.
* Assists with field interviews and surveys of conditions in Craig, Alaska and in the immediate region that may affect planning studies or projects.
* Assists with analytical reviews of grant applications.
* Supervise Transportation Office Assistant who will perform computer data entry of information as assigned or as required.
* Prepares and submits information for periodic and interim reports on project activity as requested and/or required.
* Performs initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe.
* Incumbent will track information on Notices of Funding Availability for department project and consult with Tribal Administrator on plan of action and timelines.
* Assist in the preparation of preconstruction related work through the use of engineering consultant. This work includes environmental documentation, archeological clearances, permits, right-of-way, plans, specifications and engineer’s estimate to ensure the Tribe has met its regulatory requirements to construct a transportation project under within 25 CFR Part 170 regulations after applicable regulations to Project.
* Oversight of the construction of transportation projects for the Craig Tribal Association tribal government through the use of engineering consultant.
* Working directly with the Construction Supervisor in overseeing the construction on behalf of the Tribe.
* Oversee the development and management of a Road Maintenance Facility and Transit Facility for the Tribe.
* Develop Long Range Transportation Projects as listed in the CTA Long Range Plan and update the plan, adding Inventory as necessary.
* Facilitate public review of the Long-Range Transportation Improvement Plan and update and add new inventory as necessary.
* Identify short-terms and long-range issues to be addressed.
* Seek out and obtain funding from federal, state or private agencies, organizations, or foundations for construction funding and to address annually the Long Range Transportation Plan.
* Oversee the completion of reports for government regulatory agencies.
* Monitor projects to ensure regulatory requirements are met.
* Solicit suppliers through the use of a consultant or with local labor to obtain actual quotes for supplies related to construction of local transportation projects.
* Ensure the plans, specifications and required stipulations are being adhered to during the construction projects.
* Document and communicate actions, irregularities, and continuing needs.
* Develop and maintain a working relationship with the appropriate entities such as municipality, state, other Tribal Governments, federal, Bureau of Indian Affairs, U.S.D.A. Forest Service, Federal Highway Administration, etc.
* Work with the Tribal Administrator and Tribal Financial Manager to Develop Plans, Budgets, Forecasts, and Financial results to guide management decisions by forecasting requirements, scheduling expenditures, initiating corrective actions and developing and enforcing planning schedules.
* Submit a monthly Department Summary Report to the Tribal Council updating them on transportation program activities.
* Report to the Tribal Administrator each week on timelines for project activities, reports, grants and other administrative deadlines.
* Other duties as assigned.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

* Decision Making – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
* Interpersonal Skills – the individual maintains confidentiality.
* Oral communication – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
* Time Management – the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
* Adaptability – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.

**Knowledge Skills and Abilities:**

* Knowledge of the organization, function and operations of the activity services and higher management directives.
* Knowledge of the Federal Highways Administration program and community transportation issues.
* Knowledge of MAP-21 (Moving Ahead for Progress in the 21st Century), FAST (Fixing America’s Surface Transportation) Act and any other related transportation acts.
* Ability to work with diverse population, government officials, lending institute, and other native organizations.
* Ability to understand finance policies and procedures, and implement and review.
* Ability to track spending and produce budget reports.
* Ability to research and assist in the preparation of successful grant proposals.

**Minimum Qualifications:**

* High School Diploma or a GED.
* Two years’ experience working for a tribal government or native corporation.
* Demonstrated dependability, maturity and judgment in the performance of duties.
* Minimum of three (3) years management and supervisory experience.
* Minimum of two (2) years of experience in public transportation
* Grant Administration experience, with a preference for Transportation grant management.

**Other Requirements:**

* The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
* Must comply with the Driving Policy, Pre-Employment Screening Policy and Drug, Alcohol and Contraband-Free Policy.

**Indian Preference:**

Native American Indian preference shall apply pursuant to the Indian Education and Self-Determination Act and other relevant laws.

**This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without prior notice.**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Craig Tribal Association policies and procedures – personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

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Employee Signature Date