



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

JOB ANNOUNCEMENT TRANSIT COORDINATOR

The primary function of this employee is to oversee daily operations and budget execution for Craig Tribal Association Public Transit System. This incumbent of this position ensures full compliance with all Federal, State and Local regulation. The incumbent provides effective administration of the transit budget in providing various modes of transit service to the general population. In addition, the incumbent plans, prepares and budgets for needed improvements to the CTA's public transit system.

Essential Duties & Responsibilities

- Meets with Transportation Manager as needed to ensure effective daily transit operations, or to plan and execute needed system improvements
- Assists the Finance Department in accounting reconciliation related to transit
- Works with Transportation Manager and Tribal Administrator to develop long range transit plans, new needed bus stops and bus pull outs
- Monitors condition of transit vehicle fleet.
- Analyzes transit demand and develops annual operating, administration and capital budget to ensure effective transit service for the entire budget cycle
- Tracks mileage and condition of existing transit vehicle fleet and ensures Preventative Maintenance is conducted and documented at proper intervals, as required by the FTA and ADOT
- Ensures compliance with Title VI Civil Rights, Americans with Disabilities Act (ADA), Disadvantaged Business Enterprise and Limited English Proficiency requirements.
- Develops advertising media to promote the CTA's Public Transit System
- Develops and updates brochures to include all necessary information regarding the use of all modes of transit
- Develops information for use on the CTA website and other electronic media to help the public use the CTA's Public Transit System
- Conducts periodic presentations to CTA council.
- Performs all work duties and activities in accordance with CTA's policies and procedures
- Works in a safe manner and reports unsafe activity and conditions.
- Other duties as assigned.

Minimum and Preferred Entrance Qualifications Education and Experience

- Experience in transit, transportation, management or public work skills
- Valid Alaska Driver's License with acceptable driving record
- Minimum 25 years of age
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

PREFERRED QUALIFICATIONS

- Leadership principles, team skills, and communicative techniques
- Methods, principals, procedures, objectives and standard practices of transit planning
- Principles and practices involved in administering a transit system, including industry standards
- Federal, State, County, City and other applicable statutes, standards and codes concerning transit
- Budget procedures and processes
- Federal OSHA, State and County regulations and city policies regarding risk management and safe work practices
- Conduct research, analyze findings, evaluate programs and make recommendations; monitor contracts and agreements in transit area of responsibility
- Perform and coordinate multiple tasks simultaneously
- Analyze standards and regulations and define impact on the city and on passenger service
- Operate a personal computer and related software and demonstrate proficiency to prepare Purchase Requests, Spreadsheets, email and timesheets

CLOSING DATE: Open until filled

Posted: 06/05/19
By: Anna Guthrie, Administrator

ALASKA NATIVE, AMERICAN INDIAN PREFERENCE SHALL BE GIVEN TO THE APPLICANT WHO MEETS THE MINIMUM QUALIFICATIONS PURSUANT TO THE CRAIG TRIBAL ASSOCIATION'S PERSONNEL POLICIES AND PROCEDURES.

Applications may be emailed to: tribal.admin@craigtribe.org or brought to:
CTA Office – 1330 Craig/Klawock Highway, Craig, Alaska. (907) 826-3996

The Craig Tribal Association will conduct background checks, pre-employment and random drug testing as a condition of Employment.