

NATIVE VILLAGE OF KOTZEBUE
Job Description

TITLE: TRANSPORTATION DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

DEPARTMENT: TRANSPORTATION

SALARY GRADE: D.O.E.

CLASSIFICATION: EXEMPT

JOB SUMMARY:

Under the general supervision of the Executive Director, serves as initial contact for transportation issues. Participates in decision-making on all transportation matters and overall tribal policy to ensure effective accomplishments of associated program goals and objectives. Performs long range program planning, management and evaluations for the operation and direction of the transportation program. Supervises the preparation of budget proposals and justifications for the sections operating budget. Initiates funding and/or review of contracts for tribal applications with approval by the Executive Director and/or tribal council.

DUTIES AND RESPONSIBILITIES:

1. Review State of Alaska and Federal regulations and disseminate this information to staff, council members and/or tribal members of the Native Village of Kotzebue.
2. Maintain a working relationship with State, Federal and private parties involved in transportation development/planning and administration.
3. Oversee the implementation of the Transportation Program for the Kotzebue IRA Council. This includes, but is not limited to, assist in the development and monitoring the budgets.
4. Develop funding applications and request for proposals for the Executive Director's review and/or approval.
5. Review transportation and land use plans for Kotzebue area and comment and provide input as necessary.
6. Provide assistance to community organizations and beneficiaries on transportation matters.
7. Prepare and submit statistical and program reports as required by the Bureau of Indian Affairs.
8. Manage the administrative duties of the Hunter's Support Program.
9. Other duties as assigned.

QUALIFICATIONS:

1. Knowledge of unique laws, regulations, and policies applicable only to Alaska, i.e., Alaska Native Allotment Act, Alaska Native Townsite Act, Alaska Native Claims Settlement Act (ANCSA), and Federal Land Policy and Management Act.
2. Ability to interpret and apply general transportation and real estate laws, regulations, and policies to manage projects in Alaska.

Native preference will be given in recruiting and hiring, consistent with the Indian Self-Determination and Education Assistance Act, P.L. 93-638, as amended

Kotzebue IRA is an Equal Opportunity Employer and all qualified applicants will be considered for employment.

Revised: 04/17

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3. Knowledge of Federal, State, and Bureau policies, procedures, authorities, and regulations on matters affecting statutory obligations to Alaska Native and American Indians, with particular emphasis on transportation and roads.
4. Knowledge of management and administrative skills and techniques to accomplish program objectives through effective program planning, budgeting, execution and evaluation of results.
5. Excellent and professional oral and written communication skills **required**, with some engineering or transportation planning experience *preferred*.
6. Previous supervisory, budgetary and program management experience **required**.
7. High School Diploma **required**, college or practical work in transportation or related fields *preferred*.

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