

<b>TITLE</b>	<b>TRANSPORTATION DIRECTOR</b>
<b>REPORTS TO</b>	<b>EXECUTIVE DIRECTOR</b>
<b>DEPARTMENT</b>	<b>TRANSPORTATION</b>
<b>SALARY GRADE</b>	<b>D.O.E.</b>
<b>CLASSIFICATION</b>	<b>EXEMPT</b>
<b>OPENING DATE</b>	<b>June 3, 2020</b>
<b>CLOSING DATE</b>	<b>OPEN UNTIL FILLED</b>

Works closely with the Executive Director on all aspects of the Tribal Transportation Program to include construction, procurement and management of federal transportation projects. Transit planning and development in all areas relevant to the Native Village of Kotzebue. Must complete requirements by performing the following duties:

**Essential Responsibilities and Duties:**

- Serve as the primary manager for the Tribal Transportation Program: to conduct inventory, formulate plans, strategies and procedures related to the roads and transportation issues in the Native Village of Kotzebue. Will update and maintain Roads Inventory Data system and manage the data collection.
- Comply with the regulations identified in 25 CFR Part 170: Tribal Transportation Program and its applicability to the Native Village of Kotzebue service area.
- Perform all preconstruction work on transportation projects to include environmental documentation, archaeological clearances, permits, right of ways, plans, specifications, and engineers estimate to ensure the Tribe has met its regulatory requirements to construct transportation projects.
- Develop Scope of Works and solicit bids for transportations projects. Coordinate Tribal Council approved road construction contracts.
- Seek out and obtain future funding from federal, state, and private agencies, organizations or foundations, for transportation planning, roads, and public transit.
- Develop and maintain a working relationship with appropriate entities such as municipality, state, other Tribal governments, Federal, Bureau of Indian Affairs, Federal Highway Administration, etc.
- Attend appropriate trainings, workshops, and meetings, and represent the Tribe at meetings and functions related to the Transit or TTP Planning Programs.
- Develop a transportation maintenance program to ensure long term maintenance of tribal transportation projects.
- Develop presentations made to Tribal Members, Tribal Council, and other agencies.
- Provide direction and support to the Transportation program and establish/maintain compliance with the technical, financial, and administrative requirements of the FTA and DOT funding sources.
- Additional duties as assigned.

**Relationships and Authority:**

This position has supervisory authority over the Transportation Department.

**Working Environment and Physical Demands:**

This position is located in professional office environment.

**Qualifications:**

*Minimum:*

- Bachelor's degree in Transportation Planning, Transportation Engineering, or related field and one or more years work experience in a similar position. Additional education and/or training may be substituted for work experience on a year-to-year basis.
- Computer proficiency in Microsoft Word, Excel, PowerPoint and Access programs.
- Must possess excellent written and oral communication skills.
- Must have valid driver's license and be insurable.
- Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
- Able and willing to travel.

*Preferred:*

- Master's degree in Transportation Planning, Transportation Engineering, or related field and three or more years' work experience in a similar position. Additional education and/or training may be substituted for work experience on a year-to-year basis.
- One year experience working with Native Americans or Native American organizations.
- Experience with the Road Inventory Field Data System and possess knowledge of the CFR Part 170: Indian Reservation Roads Program.
- Experience in management of Construction Projects.
- Experience in Transit coordination and management.
- Understand Public Law 93-638: Indian Self- Determination Act and its applicability to the Native Village of Kotzebue.
- Is able to identify funding opportunities that meet the Tribe's needs.
- Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act, Tribal organizations and funding opportunities.

**Preference will be given to Native Village of Kotzebue members or members of a federally recognized tribe. However, all qualified individuals are eligible.**