



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Transportation Planner/Transit Manager  
Land Development Division/Public Works (LDD/PW)

**OPEN:** June 27, 2013

**EXEMPT:** Yes

**SALARY:** \$20 to \$25 per hour DOE

**SHIFT:** Day

**LOCATION:** Planning

**DURATION:** Regular Full Time

**CLOSES:** July 9, 2013

**JOB CODE:**

**DIVISION:** LDD/PW

**DEPARTMENT:** Planning

**SUPERVISOR:** Assistant Planning Director

**VACANCIES:** 1

**JOB SUMMARY:** This position requires a planner who can work with limited supervision to carry out a variety of transportation planning tasks and policy objectives. The position also serves as a departmental point-of-contact for communications and participation in regional and national transportation groups, programs and issues.

Employee manages the operation, maintenance and promotion of the transit program, in order to provide efficient, accessible and safe transportation to community members. Plans, organizes, directs and oversees the administrative and operational functions of the transit division; formulates policies, establishes objectives and assures implementation; and determines service levels. Prepares the annual budget and other financial documents and reports; recommends operational and capital expenditures and implements and administers the approved budget.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **1. Transportation Planning Duties**

- Establish positive working relationships with Tribal members, members of the Lummi Indian Business Council (LIBC), federal/state/local agencies and LIBC management personnel.
- Maintain records and prepare reports, policy and procedural documents, related to roads and general transportation needs of the Lummi Indian Nation.
- Lead planner in developing long-range transportation plans for the Lummi Reservation, including development of the annual Transportation Improvement Program for use by the LIBC members, FHWA and/or BIA.
- Provide oversight for transit program as needed.
- Attend staff meetings, Lummi Planning Commission meetings, Lummi Indian Business Council meetings and training sessions as directed.
- Apply professionally accepted statistical methods and research techniques applicable to the preparation of transportation planning documents and funding requests.
- Administer contracts to accomplish essential duties.
- Identify, promote, implement new services and improve existing services to internal and external customers. Assist in developing annual and semi-annual budget reports to the LIBC.
- Assist the Planning Department and other departments in securing funding for transportation programs, projects and studies.
- Represents the LIBC on various Transportation committees and work groups.
- Coordinate with other Lummi Tribal departments and State, Local and Federal officials as directed to accomplish essential duties.

- Creates reservation road maps and other land use maps utilizing Geographic Information Systems (GIS).
- Updates Indian Reservation Road (IRR) System annually.

## **2. Transit**

- Directs the administrative functions of the transit division, including fiscal management, safety, staffing, personnel policy interpretation and implementation, facility maintenance and purchasing.
- Develops implements and enforces rules and regulations for the transit division and interprets federal and state legislation and regulations pertinent to the administration and operation of the system.
- Supervises all transit employees in coordination with the lead transit driver, is responsible for staff selection, duty assignments, performance evaluations and discipline; directs enforcement of safety policies and procedures to protect employees and passengers as well as property and equipment; investigates accidents involving personnel, equipment or property and initiates appropriate remedial or preventative action.
- Processes passenger complaints and initiates corrective action designed to improve customer relations and service.
- Assists with preparing transit grant applications for federal, state and local funds and administers grants received per funding requirements. Monitors transit budgets and approves all purchase orders and vouchers prior to processing for payment.

### **MINIMUM QUALIFICATIONS:**

- This position requires a Bachelor's degree in urban or regional planning or civil engineering.
- This position requires a minimum of two years practical experience in transportation planning or other related professional experience in land use planning.
- This position requires a minimum of one year supervisory/managerial experience.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Required knowledge of general land use laws.
- Demonstrated ability to write and speak clearly, communicate with professionals and laypersons regarding land use, property development, transportation planning and transit issues.
- Required competency with commonly used computer software and equipment, including word-processing, spreadsheets, databases and geographic information systems (GIS).
- Knowledge of public transit system operations, administration, marketing techniques, transit equipment, development of transit route and service levels and utilization of various funding sources to increase transit system effectiveness.

### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.

### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) Application: go to: <http://tiny.cc/d5g8aw> . For more information contact the HR front desk (360) 312-2023. Please submit an LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications please include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.