



Confederated Tribes of the Colville Reservation

Human Resources Office

P.O. Box 150

Nespelem, WA 99155

(800) 506-9434

(509) 634-2846

Fax (509) 634-2864

www.colvilletribes.com

POSITION: Transportation Planner

SALARY: \$23.16 hourly, less 5% during probation

REPORTS TO: CCT DOT Program Manger

LOCATION: Nespelem, Washington

BASIC FUNCTIONS: The Transportation Planner is an FLSA exempt position that is responsible for the advanced level professional planning, research, development, coordination, and maintaining a Comprehensive Transportation Plan for the Colville Confederated Tribes. This will include working with Tribal, BIA, State and Federal Agencies as well as the Colville Tribal Communities in the development of long range transportation goals for the Confederated Tribe. Work will include coordination with the various branches of the Washington State Department of Transportation and affiliated agencies to assure proper representation of the Colville Tribe in plans developed by State and Regional entities. Responsible for identification and collection of data, transportation planning, grant writing, budget management, and reporting. Also performs a variety of routine and complex administrative, technical and professional work in current and long-range planning and other programs of the Tribe related to the implementation of land-use and related plans and policies. This position will provide Supervision of the Traffic Safety Coordinator and minimal supervision of Engineering Technicians as assigned by the Transportation Program Manager.

MINIMUM QUALIFICATIONS:

Education and Training:

- ☐ Master's Degree in the Planning, Engineering, or Transportation related fields; AND one (1) year of work experience in Transportation, Planning, or Engineering; OR
- ☐ Bachelor's Degree in the Planning, Engineering, or Transportation fields with an emphasis on Transportation; AND thirty-six (36) months consecutive work experience in transportation Planning; OR
- ☐ Associate's Degree in Planning, Engineering, or Transportation related field; AND sixty (60) months consecutive work experience and training in transportation that demonstrates the ability to perform duties and responsibilities of the position.
- ☐ Must be knowledge of the Federal Tribal Transportation Program.
- ☐ Must possess certificate in Route Inventory Field Data System (RIFDS) or obtain within 12 months of employment.
- ☐ Must have experience with Federal contracting procedures, budgeting and grants administration.
- ☐ Must be knowledgeable of Tribal culture, tradition and practices.
- ☐ Must possess a Valid Washington State Driver's License and be eligible for the Tribes vehicle insurance and be maintained throughout duration of employment.
- ☐ Must be proficient in ArcGIS.

Knowledge, Skills, & Abilities:

- ☐ A working knowledge of the Federal laws relating to the administration of the Federal-aid highways program, transit programs, Tribal Transportation Program, Public Law 93-638, and any other related federal and state transportation regulations. A working knowledge of other tribal infrastructure program, such as education, economic development, health, housing, senior citizen, tourism, zoning and land use, etc.
- ☐ Considerable knowledge of the principles of Transportation Planning; of effective methods of obtaining data pertaining to transportation and related fields; of statistical theory and research, including elementary principles of statistics as applied in interpretation of economic phenomena.
- ☐ Ability to assemble, analyze, interpret, and present clearly and concisely data on transportation; to prepare tables, charts, graphs, and other visual presentation of material; to exercise good judgment in appraising situation and making decisions.
- ☐ Ability to establish and maintain effective working relations with management, federal, state, county and local officials, co-workers and the Tribal communities.
- ☐ Ability to interpret and apply laws, regulations, regulations, procedures, and polices that/govern federal-aid highway funds, PL.93-638 contracts and other Governmental agency activities of transportation programs/projects.

Knowledge, Skills, and Abilities, continued:

- ☐ Ability to write reports clearly and in a professional, interesting manner and to convey technical information to tribal officials, staff, membership and general public.
- ☐ Ability to set goals. Plans and establish procedures and to anticipate and make changes, as needed, within clearly establish program/project boundaries.
- ☐ Ability to communicate and express ideas effectively orally and in writing with federal, state, local, and tribal officials.
- ☐ Ability to plan, assign and supervise the work of subordinates, consultants, contractors, etc.
- ☐ Ability to be flexible and handle simultaneous projects, assignments, and tasks relating to program.
- ☐ Ability to problem-solve and exercise sound professional judgment.
- ☐ Ability to proficiently use personal computer equipment and applicable; i.e. Microsoft office, ArcMap, Google Earth, and P6.
- ☐ Practical understanding of technical and specialized equipment designed for transportation related programs (i.e., traffic counters, GPS and survey equipment).

NOTE: Pursuant to Tribal Policy, this position is subject to post-accident and reasonable suspicion drug testing.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY; PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE MINIMALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE.

CLOSING DATE: Applications and supporting documents **MUST** be received in the Human Resources Office by, **4:00 p.m., Friday, July 12, 2013**, or be post marked by that date.

INFORMATION: Confederated Tribes of the Colville Reservation
Human Resources Office
P. O. Box 150
Nespelem, WA 99155
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