

**NORTHERN CHEYENNE TRIBE
NORTHERN CHEYENNE DEPARTMENT OF TRANSPORTATION
JOB DESCRIPTION**

POSITION: DOT Director

SALARY: \$23.00-28.00 p/h

DEPARTMENT: Department of Transportation

SUPERVISION RECEIVED: NC President or Designee

SUPERVISION EXERCISED: Incumbent shall have overall supervision of all Dept. of Transportation Staff and temporary employees.

OPENING DATE: December 5th, 2017

CLOSING DATE: 22nd, 2017

How To Apply: Submit a completed application, Resume', (3) current (within 1 year) letters of reference, copies of certificates & Resume; copy of valid Montana Driver's License, a current copy of driving record, a Tribal Certification or a tribal I.D., (if claiming Veteran's Preference) a DD214, copies of education/training credentials, transcripts/diplomas to: the Northern Cheyenne Tribe, Attn: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, MT. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK: The Director of Transportation is responsible for the management, development, planning, coordinating and maintaining a comprehensive transportation plan to serve the Northern Cheyenne Tribe. The duties and responsibilities of the Tribal Transportation Director will primarily revolve around the Tribe's past, present and future transportation activities. The Transportation Director will serve as immediate supervisor for the NCDOT Programs.

Major duties and Responsibilities:

1. Provide direct management and administer all NCDOT Programs and budgets.
2. Incumbent in his/her role as Transportation Director will advise tribal leaders on transportation planning matters and land use activities.
3. Research, prepare, writes and oversees grant applications to various funding agencies.
4. Will work closely with staff in their duties as to ensure that the management, development and implementation of goals, objectives, policies and priorities of the Northern Cheyenne Tribal Transportation are being executed and monitored for efficiency and effectiveness.
5. Incumbent will serve as the initial contact with the general public for the Transportation Planning Department.
6. Assist and carry out the directives and instructions of his/her supervisor on transportation planning for the tribe.
7. Assist in developing plans for surface transportation projects according to established engineering standards, state and federal construction policies.

8. Assist in preparing plans, estimates, and specifications to design transportation facilities.
9. Assist in planning alterations and modifications of existing streets, highways, and bridges to improve traffic flow.
10. May assist in preparing and presenting public reports involving environmental impacts, and other transportation information.
11. May assist in a particular phase of work such as surveys, improving sign, lighting systems, preparing plans, or directing and coordinating construction or maintenance activities.
12. Responsible for collecting existing data from various state, and local governments, BIA, and Tribal sources; i.e. highway planning studies, highway & street improvements, maintenance programs, mileage data on the NFTTI System, construction plans, road inventories, travel demand, road usage, and air strip improvements.
13. Collect socioeconomic and environmental impact data concerning existing land use patterns, economic development activities, demographics, and natural resources.
14. Collect and maintain data for Bridge, Highway Safety, and Roadway Management Systems.
15. Coordinate reservation transportation plans with tribal officials and representatives of the federal, state, county transportation programs.
16. Network with transportation organizations such as the American Association of State and Highway Transportation Officials (AASHTO), THE Community Transportation Association of America (CTAA), the Transportation Research Board (TRB), and the Rocky Mountain Tribal Transportation Association (RMTTA).
17. Interprets, applies and coordinates the Tribal, County, State and Federal laws, policies and regulations as they apply to any given Program within the NCDOT.
18. Provide written reports to the funding agencies.
19. Solicit Tribal Council and public's ideas, opinions, and recommendations on the transportation improvement plans and the other transportation related needs of the Northern Cheyenne Tribe.
20. Participate in the transportation planning meetings and conferences

DATA ANALYSIS:

The Transportation Director will frequently monitor data previously collected will be analyzed in order to determine deficiencies and to establish needs. Analysis of all factors affecting management of the existing transportation system, provide information on short-range and mid-range improvements and maintenance needs. Analysis of the demographic and land use data will aide in providing information on long range improvements.

PLAN DEVELOPMENT:

This phase will encompass all factors affecting management of the transportation system. This will include public/community input, evaluating the existing system and forecasting probable future changes in the transportation system. Documented roadway usage and land use patterns will aide in the determination on needs within the TTP System. Develop and maintain a three year "Transportation" Improvement Plan (TIP), update it annually and formulate the Long Range Transportation Plan for the Northern Cheyenne Reservation transportation system. This shall include a prioritized list of improvements to the tribal, BIA, state and county roads system.

MINIMUM QUALIFICATIONS:

Must possess a Bachelor's Degree from an accredited college in planning, engineering, or a transportation-related field, and/or have a minimum of five (5) years of experience in the Tribal Transportation related field.

Experience in developing and implementing short and long range transportation planning that provide for the safe, orderly, effective and efficient movement of peoples and/or goods.

Experience in managing and administering Tribal Programs, including program development; scheduling of personnel or assigned projects, priorities setting to optimize utilization of resources and maximize effectiveness and efficiency, budget development and grant writing.

Must have experience in setting up and conducting public meetings, as well as providing resolution for significant and sensitive citizen inquiries and complaints.

Must have strong ethics.

Must be willing to travel extensively.

TRAINING AND EXPERIENCE SUBSTITUTION:

A working knowledge of Federal Laws relating to administration of the Federal-Aid highways program, transit program, Tribal Transportation (TTP) Programs, Public Law 93-638 Contracting, and excellent communication skills. A working knowledge of other tribal infrastructure programs, equivalent to education, economic development, health, housing, elderly and the land authority programs.

CULTURAL REQUIRMENTS:

A working knowledge of the Tribe's archeological and environmental policies and concerns.

Be an advocate of the Tribe's sovereignty and the Tribe's goals and objectives regarding transportation planning.

JOB STANDARDS AND PERFORMANCE:

Incumbent must possess a valid state issued Driver's license and be eligible at ordinary and reasonable cost, for inclusion with the Tribal Master Insurance Policy.

Must be willing to work normal business hours and some evening/weekend meetings. Must be willing to travel for extended periods of time, and sit on National Boards/Committees as elected to or appointed.

Must agree to and sign waiver for pre-employment drug testing. Indian Preference applicable.