

**Ponca Tribe of Nebraska  
Vacancy Announcement**

**Position Title:** Transportation Planner  
**Location:** Open  
**Salary:** Grade 6 (\$32,552 - \$45,784)  
**Department:** Administration  
**Supervisor:** Senior Planner  
**FLSA Status:** Non-Exempt  
**Classification:** Full Time

**Summary:**

Works closely with the Senior Planner on all aspects of the Indian Reservation Roads and Transit planning and development to include all counties of the Ponca Service Delivery Area. Must complete requirements by performing the following duties:

**Responsibilities and Duties:**

1. Serves as principle investigator for the Indian Reservations Roads Program: to conduct inventory, formulate plans, strategies and procedures related to the roads and transportation issues in the Ponca Service Delivery Area.
2. Analyzes and monitors transportation issues that impact the tribe and develops plans to best address the issues.
3. Demonstrates awareness of Tribal needs and initiates activities to meet those identified needs.
4. Updates and maintains the Roads Inventory Field Data System and manages the data collection for the maintenance of the RIFDS.
5. Updates the long-range plans for the Indian Reservation Roads Program and related Transportation Improvement Plans.
6. Utilizes and develops Tribal Council approved contracts with consultants when necessary.
7. Pursues outside funding sources to meet tribe's needs when necessary.
8. Coordinates Road construction contracts
9. Develops and maintains a maintenance program for tribe's transportation related equipment
10. Additional duties as assigned.

**Relationships and Authority:**

This position has no supervisory authority.

**Working Environment and Physical Demands:**

Professional office environment with low to moderate noise level.

**Qualifications:**

**Minimum:**

Bachelor's degree or equivalent coursework in engineering, planning, public administration, business administration or construction management.

Must have knowledge and understanding of Public Law 93-638: Indian Self- Determination Act, Tribal organizations and funding opportunities.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.

Must possess excellent written and oral communication skills.

Must have a 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:**

Masters degree in engineering, planning, public administration, business administration or construction management

Experience with the Road Inventory Field Data System.

**Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.**

**The Ponca Tribe of Nebraska is an at-will employer.**

Tribal Council Approval: 1/31/10

Please note: You **MUST** submit a PTN application in order to apply. Simply sending your resume via Careerlink's apply button does not complete the application process. You can download an application from [www.poncatribene.org/jobs.php](http://www.poncatribene.org/jobs.php).

Send completed application and resume with cover letter to:

Ponca Tribe of Nebraska  
Human Resources Management Department  
1701 E Street  
Lincoln, Nebraska 68508  
Fax: 402-438-9226

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!