

# Ponca Tribe of Nebraska

## Transportation Planner Job Description

Approved 08/20/11



Position:	Transportation Planner
Division:	Tribal Affairs
Department:	Administration
Reports To:	Senior Planner
Location:	Open
Exempt/Non-Exempt:	Exempt
Salary:	Grade 6 (\$32,552-\$50,362.40)
Classification:	Fulltime

### **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

### **Essential Responsibilities and Duties:**

1. Serve 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. Analyze monitor and address transportation issues that impact the Tribe and provide guidance to the Tribe that improves the quality of transportation and transit issues.
3. Understand the regulations identified in 25 CFR Part 170: Indian Reservations Roads Program and its applicability to the Ponca Tribe of Nebraska's Service Delivery Area.
4. Demonstrate awareness of Tribal needs and initiate activities to meet those identified needs.
5. Update annually and maintain the Roads Inventory Field Data System and manages the data collection for the maintenance of the RIFDS.
6. Utilize and develop Tribal Council approved contracts with consultants when necessary.
7. Coordinate Road construction contracts
8. Update the long-range plans for the Indian Reservation Roads Program and related Transportation Improvement Plans.
9. Pursue outside funding sources to meet Tribe's needs when necessary.
10. Develop and maintain a maintenance program for Tribe's transportation related equipment
11. Additional duties as assigned.

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## **Relationships and Authority:**

This position has supervisory authority over the Transportation Manager.

## **Working Environment and Physical Demands:**

This position is located in professional office environment.

## **Qualifications:**

### **Minimum:**

1. Bachelor's degree or equivalent work experience in engineering, planning, public administration, business administration or construction management.
2. Must pass and obtain RIFDIS federal security clearance.
3. Must be able to understand the regulations identified in 25 CFR Part 170: Indian Reservations Roads Program
4. One year experience working with Native Americans or Native American organizations.
5. Computer proficiency in Microsoft Word, Excel, PowerPoint and Access programs.
6. Must possess excellent written and oral communication skills.
7. Must have valid driver's license and be insurable.
8. Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.
9. Able and willing to travel.

### **Preferred:**

1. Masters degree in engineering, planning, public administration, business administration or construction management
2. Experience with the Road Inventory Field Data System.
3. Experience in management of Construction Projects.
4. Experience in Transit coordination and management.
5. Understand Public Law 93-638: Indian Self-Determination Act and its applicability to the PTN SDA.
6. Is able to identify funding opportunities that meet the Tribe's needs.
7. Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act, Tribal organizations and funding opportunities.

**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: 08/20/11**