



McGrath Native Village Council

Job Description

Job Title: Tribal Transportation Planner

Location: McGrath, AK

Supervisor: Tribal Administrator

Pay Range: DOE

Status: Permanent, Full-Time

Closing Date: Open Until Filled

Job Summary: Job incumbent provides data in the transportation system, the current and future needs, resources available and prioritizing projects for LRTP.

Essential Functions:

1. Compile and organize data research.
2. Establish cooperative planning network and assist the Village of McGrath in transportation planning meeting. Coordinates with State and Federal agencies.
3. Identify available transportation assistance recourse and persue maintenance resources.
4. Set up GIS system and training and maintain the official IRR inventory in the GIS database.
5. Assess existing transportation system and identify current and future transportation needs.
6. Develop a tribal sensitive methodology for ranking tribal transportation projects and prioritizing the projects identified in the LRTP.
7. Develop and create updated photos and maps.
8. Knowledge of grant writing and reporting experience preferred.
9. Compile road inventory.
10. Other duties as assigned.

Minimum Qualifications:

1. High School Diploma or GED equivalent or willing to obtain GED within one (1) year of starting the position.
2. Clerical work experience preferred.
3. Strong organization, verbal, written, and interpersonal skills.
4. Knowledge of grant writing and reporting experience preferred.
5. Ability to operate standard office equipment including Word, & Excel.
6. Knowledge of Native Cultures.
7. Dependable, trustworthy, and ability to maintain confidentiality.
8. Must be flexible to adapt to evolving job duties.
9. Must be self-motivated and able to work under minimal supervision.

Supervision: This position does not have any supervisory responsibilities.

Physical Demands: Mostly sedentary position. Incumbent must be able to lift, carry, push, and pull at least 20 pounds. Incumbent must be able to work accurately and efficiently in a busy and sometime stressful position.

Summation: Job incumbent must be organized and timely. Good public relation skills are essential in working with tribal members and public. Must be flexible. Must be able to work independently with limited supervision. Must maintain confidentiality.

Apply to: McGrath Native Village Council Tribal Office

Subject to P.L. 93-638