



ORGANIZED VILLAGE OF KASAAN

P. O. Box 26-Kasaan
(907) 542-2230

☛ Ketchikan, Alaska 99950-0340
☛ (fax) 907-542-3006

JOB DESCRIPTION **TRIBAL TRANSPORTATION DIRECTOR** **Salary: \$45,000 – \$55,000 DOE**

I. SUMMARY:

The Tribal Transportation Director will oversee the Organized Village of Kasaan's (OVK) Transportation Department. This position is classified as an exempt position and will include management responsibilities for 1-2 full time staff and additional road construction workers. The Tribal Transportation Director will report directly to the Tribal Administrator.

II. DUTIES AND RESPONSIBILITIES:

- Objective: Annual collection and update of transportation data. Documentation and submission of additional transportation data when applicable of existing and future transpiration needs including mapping and other available data gathering methods.
- Maintain adequate contract records and files on all road projects and related material for Tribal archives.
- Develop and maintain a working relationship with the appropriate entities such as municipality, state, other Tribal governments, federal, Bureau of Indian Affairs, U.S. Forest Service, National Park Service, Federal Highways Administration, etc.
- Attend appropriate trainings, workshops, and meetings and represent the Tribe at meetings and functions related to the IRR Program.
- Seek out and obtain future funding from federal, state or private agencies, organizations or foundations for construction funding and to address annually the Tribal Long Range Transportation Plan.
- Facilitate public review of the Long-Range Transportation Improvement Plan and update and add new inventory as necessary.
- Provide monthly reports to the Tribal Council at their monthly meeting as required monitor OVK's IRR grant monies and prepare quarterly reports for timely submission to the appropriate agencies, the Tribal Council and the Bureau of Indian Affairs.
- Manage and prepare of preconstruction related work through the use of engineering consultant. This work includes environmental documentation, archeological clearances, permits, right-of-way, plans, specifications, and engineers' estimate to ensure the Tribe has met its regulatory requirements to construct a transportation project under the assumption of the program.
- Manage the construction of transportation projects for the OVK tribal government through the use of engineering consultant.
- Solicit suppliers through the use of a consultant or with local labor to obtain actual quotes for supplies related to the construction of local transportation projects.
- Ensure the plans, specifications and required stipulations are being adhered to during the construction projects.
- Ensure the required reporting is completed during the construction phase of the project.



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- Work directly with the construction supervisor in overseeing the construction on behalf of the Tribe.
- Manage and oversight of the OVK Vehicles.
- Manage and oversight of road maintenance personnel.
- Oversee the development and management of a Road Maintenance Facility site/buildings.
- Develop Transportation Projects as listed in the OVK Long Range Plan and update plan and add inventory as necessary.
- Monitor projects to ensure regulatory requirements are met.
- Develop construction schedules through the use of a consultant for the construction of the transportation projects.
- Perform other duties as assigned by the Tribal Administrator.

III. Required Knowledge, Skills and abilities:

- Knowledge of Indian Reservation Roads Program and community transportation issues.
- Knowledgeable of the SAFETEALU and related transportation acts.
- Knowledgeable of the Bureau of Indian Affairs Public Law 93-638 programs and services and their budget and reporting requirements, particularly with regards to the Indian Reservation Roads Program and the Road Maintenance Program (CFDA 15.033).
- Ability to understand and execute complex oral or written instructions and to apply extensive and obscure guidelines to a wide variety of work situations.
- Ability to establish and maintain effective working relationships with other employees, public and private officials and the general public.
- Ability to use accounting and word-processing software (Quick Books Pro, Microsoft Excel and Word) on a desktop computer, operate printers and facsimile machines.
- Ability to take directions and carry out orders effectively with minimal supervision.
- Ability to understand finance policies and procedures and implement and review.
- Ability to track spending and produce budget reports.
- Ability to research and prepare successful grant proposals.

IV. Minimum qualifications:

- A high school diploma with two years work experience in a similar position. Additional education and trainings may be substituted for work experience on a year-to-year basis.
- Demonstrated dependability, maturity and judgment in the performance of job duties and related work performances.

Native hire preference will be applied.

The Organized Village of Kasaan Policies and Procedures support a drug-free work environment and all Tribal employees are hired at will.

