

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	Transportation Planner
Department:	Planning Department
Reports To:	Planning Director
Status:	Exempt
Salary Range:	\$19.34 to \$25.24 per hr. / (\$40,217 to \$52,489) annual
Level:	6
Opens:	July 13, 2016
Closes:	August 03, 2016

SUMMARY

This position is responsible for carrying out elements of the Tribe's Planning Work Program and Bureau of Indian Affairs Indian Reservation Roads Long Range Transportation Plan, under the supervision of the Tribal Planning Director. Work will involve complex assignments in construction management, traffic analysis and planning, and may also include to some degree, environmental analysis and geographic information system applications.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the implementation of Department goals, objectives, policies and priorities.
- Prepare public information materials (i.e., flyers, public notices, forms), as necessary.
- Assist with the preparation of applications for development proposals.
- Responsible for the development and maintenance of the Long Range Transportation Plan, Transportation Improvement Program, and provide staff support to various advisory committees.
- Prepare correspondence, reports, charts and other materials necessary to accomplish departmental goals.
- Performs specific research, planning and technical analysis for various transportation and transit related projects.
- Plan, coordinate, and implement various transportation projects such as road construction, intersection studies, and transportation demand estimation modeling.
- Perform calculations such as determining distance, area and tabulating statistical data.
- Maintain and update demographic and zoning data such as population, housing and land use, as they pertain to the Long Range Transportation Plan and Model.
- Perform related duties and other duties as assigned.

QUALIFICATIONS

Knowledge of: Tribal, Local, State and Federal regulations relating to the provision of transportation facilities and services. English grammar, spelling and punctuation.

Research, filing and record-keeping methods and procedures. Operations of personal computer, specifically Windows-based word processing, spreadsheet, and transportation modeling programs.

EDUCATION and EXPERIENCE

Bachelor's degree in transportation planning, engineering, public administration or a related field is required; and two years experience in transportation planning, engineering or project management. A combination of education and experience with demonstrated knowledge and proven experience in the ability to perform the necessary duties and responsibilities of the position may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess valid driver's license, be insurable, and have reliable transportation. Must pass a background investigation.

COMMUNICATION SKILLS

Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; contact with the public presenting data that may influence important decisions; ability to correctly interpret and apply governmental policy, procedures, and regulations; ability to accurately and effectively communicate regulations and procedures to others; ability to prepare concise, comprehensive, and accurate written reports and correspondence.

ANALYTICAL ABILITY

Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, the public, and government bodies; ability to graphically convey data and planning proposals in an easily understood format.

COMMENT

Indian preference will apply.