

CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA
P.O. Box 630 - TRINIDAD, CA 95570

TRANSPORTATION AND LAND-USE PLANNER
Full Time

DEPARTMENT: Tribal Roads and Land Use

SUPERVISOR: Transportation and Land Use Manager

SALARY: DOE

POSITION SUMMARY

This position will serve as the Transportation and Land Use Planner for the Cher-Ae Heights Indian Community of the Trinidad Rancheria. Initially under close supervision, planner will assist in the development, implementation, and administration of the transportation and land-use department with responsibility for accomplishing a variety of departmental services, including those related to tribal roads and facilities, tribal transportation, construction projects, land use, emergency operations and master planning. As experience is gained, assignments become more varied and are performed with greater independence

EXAMPLES OF ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this position and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the planning and organization of the activities and operation of the Transportation and Land-Use Department and Emergency Operation Components related to Transportation and Land-Use.
- Coordinates and participates in Tribal and other governmental meetings related to Roads needs and applications.
- Participates on a variety of committees and task forces; attends and participates in professional groups and committees; participated in webinars and teleconferences as directed; stays abreast of new trends and innovations related to transportation planning and emergency operations.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, recommends appropriate dispersals of allocated funds.
- Establishes, organizes and maintains official documents in appropriate departmental files.
- Prepares general reports and correspondence requested by the Transportation Manager where information must be obtained from a variety of sources.
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets transportation, social, economic, population, and land use data and trends; develops and implements recommendations; prepares written reports on various transportation planning matters; develops, implements, and administers major portions of the Tribes Emergency Operations and related transportation improvement programs.

- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database.
- Prepares documents, including the writing of grants and grant materials, relating to Tribal Roads, Transportation, Land Use, Emergency Operations and Master Planning.
- Completes construction and project related duties such as "work in progress" reports, progress billing, bid advertising, and bid-related documentation.
- Suggests and/or recommends ways and means of accomplishing departmental goals.
- Assists with or completes other duties or projects as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of program and project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Theories and methods related to transportation planning, emergency operation issues, and implementation strategies.
- Contract management practices in an agency setting.
- Applicable Federal, Tribal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Tribe in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with the public.
- Techniques for providing a high level of customer service by effectively dealing with the tribal members, public, vendors, contractors, and staff.

Ability to:

- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare basic plans, proposals, grant applications, and review documents for planning projects.
- Understand the Tribe's operation and its relation to other agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Tribal, Federal, State, and local policies, procedures, laws, and regulations.
- Prepare clear and effective reports, correspondence, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Research, analyze, and summarize data and prepare accurate and logical written reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in transportation planning, emergency operations, business or public administration, or a related field and one (1) year of progressively responsible experience in tribal transportation and/or transit planning or professional experience in planning, and related tribal community development activities

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Driver's License, be insurable by the Trinidad Rancheria Insurance Policy; and, ability to pass tribal background check.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to attend meetings and to visit and inspect various sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, tribal members and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.