

**CHER-AE HEIGHTS INDIAN COMMUNITY
OF THE TRINIDAD RANCHERIA**
Job Description

Job Title: Transportation and Land-Use Planner
Department: Transportation and Land Use
Supervisor: Transportation and Land Use Director
FLSA Status: FT, Non-Exempt
Prepared by: Transportation Land Use Director
Prepared Date: 04/20/2026
Approved By: CEO, Jacque Hostler-Carmesin
Approved Date: 04/28/2026

SUMMARY

The Transportation and Land Use Planner for the Cher-Ae Heights Indian Community of the Trinidad Rancheria reports directly to the Transportation & Land Use Director, and is responsible for supporting the development, implementation, and administration of the Tribe's Transportation Program in accordance with the Tribal Transportation Program (TTP).

Responsibilities for this position include assisting in the coordination of transportation planning activities, ensuring compliance with applicable Federal, Tribal, State, and local regulations, and supporting the delivery of transportation projects funded through TTP and other sources. This position requires a high level of organization, communication, and independent initiative.

The Planner serves as the primary on-site coordinator and must maintain consistent communication with the Director through daily reporting, meeting documentation, and regular status updates to ensure compliance, accountability, and alignment with program goals. As experience is gained, assignments become more varied and are performed with greater independence.

ESSENTIAL DUTIES

The following statements describe the principal functions of this position and its scope of responsibility, though not be considered an all-inclusive listing of work requirements. Management reserves the right to add, modify, change or rescind work assignments of the position and to make reasonable accommodations for qualified employees to perform the essential functions of the job.

- Assists in the planning, organization, and day-to-day operations of the Transportation and Land Use Department.
- Supports the administration and implementation of the Tribal Transportation Program (TTP) in accordance with Federal Highway Administration (FHWA) guidelines.
- Serves as the primary on-site coordinator and liaison for all the Department's field activities, including site monitoring.
- Accompanies consultants and contractors during site visits; and facilitates communication between consultants, contractors, Tribal staff, Tribal members, and the Director.

- Maintains consistent and proactive communication with the Director, by:
 - Providing written summaries and meeting notes for all meetings attended, timely updates on project status, issues, and required decisions. Submitting daily activity reports to the supervisor.
- Coordinates, attends, participates, and takes notes in Tribal, interagency, and governmental meetings related to transportation, roads, and infrastructure projects.
- Participates in professional development, training, webinars, and coordination meetings related to Tribal transportation planning and funding programs.
- Tracks TTP and other project funding, including budgets, expenditures, and eligible uses of funds in accordance with federal requirements.
- Assists with preparation and submittal of required reports and documentation, including:
 - Program progress reports
 - Financial tracking and reimbursement documentation
 - Project status updates required by funding agencies
- Assists in the development and preparation of planning and technical documents, including:
 - Grant applications and supporting materials
 - Transportation studies and reports
 - Tribal Transportation Improvement Plan (TTIP) amendments and updates
 - Funding requests and supporting documentation
- Establishes and maintains organized and auditable records in compliance with TTP and federal documentation requirements.
- Prepares general reports and correspondence requested by the Transportation and Land Use Director where information must be obtained from a variety of sources to support decision making.
- Supports project delivery by assisting with:
 - Work-in-progress reporting
 - Progress billing and documentation
 - Bid advertising and procurement processes
- Identifies issues, evaluates alternatives, and recommends practical solutions to support departmental goals.
- Performs other duties and special projects as assigned.

- **Supervisory Duties:** This position does not have supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Oral Communication** - Communicates clearly, effectively, and professionally in both positive and challenging situations; actively listens, seeks clarification, and responds appropriately to questions and direction.
- **Written Communication** - Produces clear, concise, and well-organized written materials, including reports, correspondence, and meeting summaries; demonstrates strong business writing skills; edits work for accuracy, grammar, and completeness; effectively presents technical and numerical information.

- **Analytical:** Identifies and evaluates complex issues; gathers and analyzes data from multiple sources; conducts research and collaborates with stakeholders to develop informed recommendations.
- **Problem Solving:** Identifies issues in a timely manner; evaluates alternatives; develops practical, compliant solutions; works collaboratively to resolve challenges and improve outcomes.
- **Project Management:** Assists in the development and implementation of transportation and planning projects; tracks progress, ensures tasks are completed as directed, and supports compliance with program requirements and timelines.
- **Judgment:** Exercises sound judgment; makes timely, well-reasoned decisions; supports and clearly communicates decision rationale; involves appropriate stakeholders in the decision-making process.
- **Planning/Organization:** Effectively prioritizes and manages multiple assignments; establishes goals and deadlines; maintains an organized workflow; ensures timely completion of tasks, reports, and documentation.
- **Professionalism:** Demonstrates respect, tact, and integrity in all interactions; maintains accountability; represents the Tribe in a professional manner; follows through on commitments.
- **Adaptability:** Responds effectively to changing priorities, deadlines, and conditions; adjusts approach as needed; manages competing demands and unexpected challenges.
- **Attendance/Punctuality:** Maintains reliable attendance and punctuality; communicates proactively regarding schedule changes; supports coordination needs, particularly in maintaining consistent communication with a remote supervisor.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; commits to flexible scheduling when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan or possible solutions.
- **Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- **Initiative** - Demonstrates self-motivation; seeks opportunities for professional growth; takes on additional responsibilities as appropriate; proactively identifies needs and offers support.
- **Innovation** - Approaches challenges with resourcefulness; contributes ideas for improving processes, efficiency, and program effectiveness; supports continuous improvement within the department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required 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, 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.

Preferred Qualifications include an understanding of or proven experience with:

- Principles and practices of transportation planning, land use planning, and project management including Long Range Transportation Planning (LRTP) and Tribal Transportation Improvement Program (TTIP) development.
- Tribal Transportation Program (TTP) requirements, policies, and eligible activities, including FHWA program oversight.
- Environmental compliance processes, including NEPA and other related permitting requirements.
- Federal grant and contract management practices.
- Budget tracking, reimbursement processes, and financial compliance requirements.
- Data analysis, research methods, and reporting techniques.
- Recordkeeping and audit documentation standards.
- Modern office software and virtual communication tools.

Ability to:

- Ensure compliance with TTP, FHWA and other applicable funding requirements.
- Work independently while maintaining strong coordination with supervisor.
- Interpret, apply, explain, and ensure compliance with Tribal, Federal, State, and local policies, procedures, laws, and regulations.
- Analyze data and develop clear, well-supported recommendations.
- Prepare basic plans, proposals, grant applications, and review documents for planning projects.
- Manage multiple projects, deadlines, and funding requirements simultaneously with minimal supervision.
- Maintain complete, accurate, and audit-ready program records.
- Communicate effectively both verbally and in writing with diverse audiences.
- Facilitate and document meetings, including capturing key decisions and action items.
- Prepare clear, accurate, and timely daily reports and meeting summaries.
- Build and maintain effective working relationships with Tribal leadership, staff, agencies, consultants, tribal members and the public.
- Anticipate needs, identify issues early and provide possible solutions.
- Exercise sound judgement, initiative, and discretion within established guidelines.

Other Qualifications:

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass Background Investigation
- Must pass a pre-employment drug screen.
- Must be able to travel 10% of the time.
- Indian preference for qualified applicants.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle; attend meetings; 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. The employee may occasionally lift and/or move up 40 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office environment with moderate noise levels and controlled temperature conditions. The employee 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. The employee will use a company vehicle to travel to locations off the main Tribal parcel and will abide by Trinidad Rancheria's Motor Vehicle Operation Policy and CA DMV rules and regulations.

Signature_____

Date_____