**POSITION ANNOUNCEMENT**

Position: Transportation Planner- Full Time

 40 Hours per week- With Benefits

Location: Lovelock Paiute Tribe Indian Colony

Starting Date: As soon as possible

Salary: Varies based on education/experience

**QUALIFICATIONS**

Master’s degree in Transportation Planning, Transportation Engineering, or related Field and three or more years’ work experience in a similar position. Additional Education and/or training may be substituted for work experience on a year-to-year basis.

* One year experience working with Native Americans or Native American organizations.
* Experience with the Road Inventory Field Data System and possess knowledge of the CFR Part 170: Indian Reservation Roads Program.
* Experience in management of Construction Projects.
* Experience in Transit coordination Projects.
* Understand Public Law 93-638: Indian Self Determination Act and its applicability to the PTN SDA.
* Can identify funding opportunities that meet the Tribe’s needs.
* Knowledge and understanding of Public Law 93-638: Indian Self-Determination Act, Tribal organizations, and funding opportunities.

**JOB DUTIES & RESPONSIBILITIES**

Under the direction of the Tribal Administrator

* Serve as the primary manager for the Tribal Transportation Program: to conduct inventory, formulate plans, strategies and procedures related to the roads and transportation issues on the Lovelock Paiute Tribal land. Will update and maintain Roads Inventory Data system and manage the data collection
* Comply with the regulations identified in 25 CFR Part 120: Tribal Transportation Program and its applicability to the Lovelock Paiute Tribe of Nevada’s land.
* Perform all preconstruction work on transportation projects to include environmental documentation, archaeological clearances, permits, right of ways, plans, specifications, and engineers estimate to ensure the Tribe has met its regulatory requirements to construct transportation projects.
* Develop scope of Works and solicit bids for transportations projects. Coordinate Tribal Council approved road construction contracts.
* Develop and maintain a working relationship with appropriate entities such as municipality, state, other Tribal Governments, Federal, Bureau of Indian Affairs, Federal Highway Administration etc.
* Attend appropriate trainings, workshops, and meetings, and represent the Tribe at meetings and functions related to the Transit or TTP Planning Programs.
* Work with the Maintenance Department to develop and maintain a maintenance program for Tribe’s transportation related equipment.
* Develop presentation made to Tribal Members, Tribal Council, and other agencies.
* Provide direction and support to the Tribal Administrator in establishing and maintaining compliance with the technical, financial, and administrative requirements of FT and DOT funding sources.
* Additional duties as assigned.

**APPLICATIONS AND CLOSING DATE**

**Application materials must be submitted to:**

Lovelock Paiute Tribe

Mailing Address: P.O. Box 878 Lovelock, NV, 89419

Or hand delivered: 201 Bowean Street, Lovelock, NV 89419

Applications can be filled out on-line on our website: [www.pauitetribelovelock.com](http://www.pauitetribelovelock.com) or by coming to the building to complete the application.

Position is open until filled.

**INTERVIEW & SELECTION PROCESS** All application materials will be reviewed to determine those who possess the most appropriate qualifications. All applicants will be notified of their status as well as those individuals selected for interview. The successful applicant will be determined by the evaluation of education, experience, and interview.

**Indian Preference:** To the extent feasible, qualified Indian applicants will be given preference in hiring. This policy is in keeping with the intent of Public Law 93-638, Section 7 (Indian Self-determination act). Verification of entitlement to Indian preference will be required.