



RUBY TRIBAL COUNCIL

P.O. Box 210

Ruby, Alaska 99768

Phone: 907-468-4479

Fax: 907-468-4474

JOB ANNOUNCEMENT/DESCRIPTION

Job Title: Tribal Transportation Coordinator
Location: Ruby, Alaska
Supervisor: Ruby Tribal Council/Tribal Administrator
Salary: D.O.E.
Status: Full time
Date Open: January 30, 2023
Date Closed: Until Filled

Job Summary: Job incumbent to develop a community-based transportation plan including a Long Range Transportation Plan and a short term project transportation project plan. Job incumbent will complete various planning activities in the village to develop a Tribal Transportation Department of Transportation through a RTC contract with the Federal Highways Administration.

Essential Functions: Under the supervision of the Tribal Administrator, job incumbent:

1. Will be the contact person for all project-related communications with the village.
2. Implement Ruby Tribal Council Transportation scope of work which includes yearly maintenance plans for our roads.
3. Prepares Program Budget Yearly, ARRA, RADS and Quarterly Narrative Reports to the Federal Lands Highway Administration to meet contract requirements.
4. Prepare and hold Annual Public Transportation Planning Meeting, along with any other meetings needed.
5. Attends council and other meetings as required for transportation planning, project needs, progress, and files reports. Must seek funding & create grant applications for other program needs according to Council and Community Plan.
6. Performs duties, including but not limited to upkeep with the RTC Western Federal Lands Highway Administration contract, preparing business correspondence that pertain to job and monthly contract reports.
7. Conducts physical field observations such as measuring road, trail and bridge lengths and widths, describing physical facility characteristics, taking photographs.

8. Conducts comprehensive community surveys including interviews with members of the public. Condenses and summarizes data as requested.
9. Develop local and project initiatives for transportation needs and securing permits such as gravel, forecasting and planning identified by the public in the Community Plan.
10. Must keep all equipment maintenance logs up-to-date. Must be able to order equipment parts as needed.
11. Must have computer skills to operate programs such as Microsoft Word, Photoshop, Google Earth, and Excel spreadsheets.

Other Responsibilities:

1. Performs other job related duties as assigned.

Education, Experience, and Skills Required:

1. High School Diploma or equivalent.
2. Basic math skills, calculations skills, budget forecasting and budget preparation skills preferred.
3. Ability to travel.
4. Typing skills.
5. Strong verbal, written, analytical, and interpersonal skills.
6. Typing and computer experience with knowledge of Word, Excel, and Power Point.
7. Valid Alaska driver's license.
8. Program Management experience desired.

Supervision: This position has no supervisory responsibilities.

Physical Demands: Travel Required. Incumbent may be subject to harsh environmental conditions while performing tasks. Conditions include but are not limited to: travel by small, unpressurized aircraft, all-terrain vehicles, and/or boat. Incumbent must be able to walk up to five miles per day in mountainous terrain when doing field work. Long hours required for computer usage. Incumbent must also be able to work efficiently and effectively in a busy and sometimes stressful environment.

Summation: Job Incumbent will need good interpersonal skills. Incumbent must be able to work in both an office environment and remote settings in sometimes harsh weather conditions. Job incumbent must be able to communicate and express questions, concerns, or ideas of how to address problems that arise.

*****Applications are available at the Ruby Tribal Council.*****