



Hopland Band of Pomo Indians Job Announcement

Application Deadline: Monday, December 19, 2011

Position: Tribal Roads Coordinator (Part-Time, 24 hour/week, Grant Funded)
Under the Direction of: Tribal Administrator
Rate of Pay: Wage Range \$17 to \$19 per hour

POSITION SUMMARY: Under the supervision of the Tribal Administrator with assistance from the EPA Director, the Tribal Transportation Planner (TTP) will be instrumental in the development and maintenance of tribal resources GPS/GIS databases. The TTP will compile, study, and evaluate background information to write narrative documents for planning the Tribe's future transportation needs. The TTP will coordinate the development of short and long range Tribal Transportation Improvement Plans.

ESSENTIAL FUNCTIONS:

1. Coordinates transportation planning activities including development and implementation of comprehensive strategic plan, long-range plans.
2. Reports on the potential impacts of locating new roadways, construction on new and existing roadways, relocation existing roadways, or the development of adjacent facilities such as bike paths or sidewalks.
3. Assists in the coordination of a community-based planning; including workshops, community meetings, and other public forums for gathering membership opinions/needs.
4. Assists in the development of formal management plans for various transportation/roads and bridge projects.
5. Works cooperatively with the EPA Department programs to create and maintain GIS maps of transportation information as well as environmental resources which may be impacted.
6. Attends governmental meetings and environmental workshops and training sessions as needed.
7. Develop educational and outreach materials about transportation; conduct outreach and education within the Tribal community.
8. Assists with EPA Department activities as needed.
9. Other duties as assigned.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience - Associate's degree (A. A.) or equivalent from two-year College or vocational school in business administration, transportation/community planning, resource development or a closely related field and a minimum of three (3) to six (4) years in a similar work environment with a minimum of two (2) years working with GIS software programs, or an equivalent combination of education and experience. High school diploma or equivalent required.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

- Experience with various computer programs in order to compile additional road inventory data and/or existing road revisions including competence with GPS/GIS Software, Microsoft Word and Excel;
- Must be versatile and able to manage numerous projects at one time.
- Possess working knowledge of BIA rules and regulations governing roads/bridges inventories.
- Possess good writing ability; write reports and related correspondence in a clear and concise manner.
- Good communication and interpersonal skills; ability to develop rapport with varying audiences and the general public and to maintain an effective working relationship with co-workers;
- Must have a current California Driver's License;

Language Skills - Excellent communication skills both written and oral. Interpersonal skills to deal effectively with business contacts and employees at all levels of the Tribe. Ability to read, write, edit, analyze, interpret, and comprehend all aspects of information pertinent to the HR department, technical procedures, state regulations, business periodicals, instructions, business correspondence, and procedure manuals. High degree of organization and administrative process skills including great attention to detail. Ability to communicate information and respond to questions from groups of managers, staff, visitors and general public. Ability to resolve problems/conflicts in a diplomatic and tactful manner.

Mathematical Skills - Ability to accurately calculate mathematical functions applicable to business needs.

Reasoning Ability - Ability to interpret and follow through on a variety of instructions furnished in written, oral, diagram, or schedule form. Evidence of learning quickly and ability to build on existing business foundations.

Other Qualifications – Proficient in Microsoft Office Products: Word, Excel, Power Point, Publisher and Outlook. Flexible to work special overtime as business needs dictate.

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.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with management employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually quiet.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.

TO APPLY:

Mail your completed application to the Human Resources Office, HBPI, 3000 Shanel Road, Hopland, California 95449 or submit in person to same address. The office is open from 9:00 a.m. to 4:00 p.m., Monday through Friday.

Or check out our website at www.hoplandtribe.com.