

Position: Transportation Coordinator  
Department: Self-Governance  
Supervisor: Self-Governance Director  
Supervises: Not a Supervisor Position  
FLSA Status: Non-Exempt

**Position Summary:**

Under direct supervision of the Self-Governance Director the Transportation Coordinator will assist in the planning, organization, and implementation of the daily operations of the transportation department and operation of the Sac and Fox Nation's transportation network.

**Duties and Responsibilities:**

1. Provides daily operations to the Transportation department.
2. Monitors daily operations to assure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
3. Works closely with the Tribal Administrator, or if required the Business Committee on all aspects of the Tribal Transportation Program to include construction, procurement and management of federal transportation projects.
4. Creates functional strategies, specific objectives, and develops budgets/policies/procedures to support the functional infrastructure of the Transportation Department.
5. Research, analyze, design and implement methods to improve logistical needs for the Transportation Department.
6. Creating action plans to leverage strengths and achieve objectives, such as negotiating better rates, terms or service.
7. Ensures compliance with regulatory agencies (i.e. DOT, etc.) and ensures that logs are kept current and accurate.
8. Transit planning and development to include all counties of the Sac and Fox Nation.
9. Seek out and obtain future funding from federal, state, and private agencies, organizations or foundations, for transportation planning, roads, and public transit.
10. 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.
11. Develop Scope of Works to solicit bids for transportations projects and coordinate approved road construction contracts.
12. Develop and maintain a working relationship with appropriate entities (i.e. State, other Tribal governments, Federal, Bureau of Indian Affairs, Federal Highway Administration, etc.)
13. Attend appropriate trainings, workshops, and meetings, and represent the Tribe at meetings and functions related to the Transportation Department.
14. Perform such other duties as the Business Committee may, from time to time, deem necessary.

**Knowledge, Skills, and Abilities:**

1. Experience with the Road Inventory Field Data System and familiar with Indian Reservation Roads Program.

**Education and Experience:**

1. Requires, as a minimum, a Bachelor's Degree in Business or Public Administration, Transportation Planning, Transportation Engineering, or other related field, plus four (4) to six (6) years of related professional experience.
2. An appropriate combination of post-secondary education and professional level experience may be substituted for the above.
3. Licensed Professional Engineer preferred
4. Must have valid driver's license and be insurable.
5. Must successfully pass pre-employment drug screening, motor vehicle, and criminal background checks.