

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Tribal Transportation/Housing Director
DEPARTMENT: Administration
SUPERVISOR: YTT Executive Director
POSITION DETAILS: Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 06/16/2021 CLOSE DATE: 6/25/2021

POSITION SUMMARY

Transportation:

Responsible for completing and maintaining the Tribal Transportation Improvement Program (TTIP) and managing the tribal transportation program and networking with other tribes as well as with local, state, and federal agencies to determine transportation system priorities for shared transportation systems (land, marine, air). The Transportation Director will ensure that Federal and State funds are spent in accordance with funding agency requirements including but not limited to recruitment, contracting, acquiring permits, construction, inspections, and financial and narrative reporting are completed in a timely manner.

Housing:

Will administer the YTT Housing program, rental management, repair scheduling, NAHASDA reporting, ICDBG reporting, working with other Housing agencies to address housing needs, and collaborate for housing opportunities in Yakutat.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and refine written products such as regional plans to formulate and describe how well transportation systems (air, land, and marine) perform, and present option strategies for pursuing improvements to these systems.
- Develop an annual Transportation Plan (TIP) consistent with FHWA requirements for operating a Tribal Transportation Program.
- Consult with local tribal, city, state, and federal maintenance foreman to identify deficiencies, and recommends priorities to address system deficiencies and improve local, and regional transportation as appropriate.
- Maintain and update the Tribal Transportation inventory in accordance with BIA requirements annually.
- Manage procurement of Tribal Transportation vehicles for maintenance and other appropriate purposes.
- Perform housing needs assessment and work with local agencies for housing, community needs.
- Gather and analyze data to determine the need of the Tribal Transportation program, Tribal Housing needs, Community Assessments, department expenditures, and major projects for the preparation of the long-range transportation plan.
- Develop and implement YTT Housing and YTT Vehicle Leasing Program policy and procedures.
- Create project reports and satisfy grant reporting obligations.
- Develop regulations and requirements for contracting services for repairs and maintenance.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree Preferred/ Experience may be substituted.
- Knowledge of Federal Funding/ Grant reporting.
- Valid Driver's License.

NECESSARY SKILLS AND KNOWLEDGE

- Understanding of the State of Alaska Department of Transportation and US Department of Transportation statutes and regulations
- Ability to prepare statistical and narrative reports.
- Excellent written, oral, and public speaking communication skills.
- Excellent skills in computer programs such as: MS Excel, Word and Project.
- Ability to manage priorities in a changing environment with limited information.
- Must be dependable, self-motivated, and able to work with minimal supervision.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to HR@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize the social, health & well-being while creating economic development benefits to all tribal members.

POSTED BY: John Louis Go

DATE: 06/16/2021

