



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Assistant Transportation Planner
Department: Public Works
Supervised by: Public Works Director
Pay Range: \$16.00 to \$25.00/Hour (Availability of Grant Funds)
FLSA Status: Non-Exempt, Hourly / Part-Time 16-30 hours per Pro-rated Benefits)

Position Summary: Under the direction of the Public Works Director, the Assistant Transportation Planner will develop and prepare Reservation Transportation plans for the Bishop Paiute Tribe reservation. The Assistant Transportation Planner will assist to develop a sustainable, multi-modal plan to improve safety for pedestrians, bicyclists, and vehicle operators on the Bishop Paiute Reservation lands. This is a grant funded position, the specific timeframe, depending on availability of funds is scheduled for up to 24 to 30 months for completion of the projects within the grant awarded.

Essential Functions:

- Facilitating and attending meetings as required by the Sustainable Communities Grant and Public Works Director.
- Maintains professional working relationships with; co-workers, contractors, sub-contractors, inspectors, Tribal departments, and the Bishop Paiute Tribal Council.
- Maintains confidentiality in all matters.
- Hold quarterly Tribal community and Stakeholder meetings to gather input on current problem areas, potential solutions, and assist in the development of the Transportation Plan.
- Assist with conducting community workshops and group meetings as needed to receive community input.
- Collect data using traffic and pedestrian counters.
- Prepare reports, maps and presentation materials as required.
- Gather, collate, and analyze existing connectivity to the surrounding community and partnerships including; Caltrans, Inyo County LTC, City of Bishop, Eastern Sierra Transit (ESTA), Inyo County, US Forest Service, Bureau of Land Management (BLM) and others related to transportation and connectivity to create a usable and safe network.
- Assist with development of walking and bicycling improvement and bicycle storage.
- Assist in the development of plans for street and pathway lighting improvement, signage, and road striping.
- Assist with developing plans for access to land-locked residences.
- Assist with development of plans to increase disabled accessibility to all transportation modes.
- Assist in gathering community input for a multi-modal Transportation Plan that emphasizes healthy lifestyles and improved and safe pedestrian and bicycle access, and promotes reduced dependence on vehicles.
- Assist in the preparation of draft and Final Plan and Conceptual Drawings to Tribal Council and Stakeholders for review and approval.

- Work with Public Works and Administrative Assistant to monitor, track and submit required grant reports in a timely manner to the funding agencies; coordinate if needed with funding agencies; and document grant milestones.
- Assist Public Works Director with future Tribal Public Works, Bureau of Indian Affairs (BIA) and Transportation project development.
- Develop and maintain a professional and working relationship with all Tribal, State, and Federal Agencies.
- Utilize the Caltrans, FHWA, and BIA Tribal Transportation websites educational materials as needed or required by the Public Works Director to assist with technical and background information to assist in the completion of the multi-modal plans.
- All other duties to be completed as assigned.

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- *Decision Making* - the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make responsible decisions.
- *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things
- *Oral Communication*—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- *Written Communication* – Communicate with a high degree of written skills.
- *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- *Time Management*—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- *Detail Oriented*—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality assurance.
- *Adaptability*—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- *Reliability*—the individual is consistently at work and on time, follows instructions, responds to management's direction and solicits feedback to improve performance.
- *Organized*—the individual keeps clean and organized workspace, project/s files and construction documents.
- *Motivated*—the individual inspires self and others to get the job done and follow through with assigned tasks.
- Able to use transportation data collection devices and use ArcView and GIS software and hardware to produce data for analysis and maps.

Experience and Education:

- High school diploma or equivalent. Some college course work in the Transportation Planning field is preferred.
- Minimum of two (2) years of experience performing transportation planning and GIS mapping.
- Minimum of two (2) years of experience managing and administering federal and state transit grant funding programs OR two (2) years of experience managing consultant work, including contract preparation and schedule monitoring.
- Knowledgeable of computer hardware and software applications, the internet and various uses of electronic technology for information and data management.

- Ability to communicate clearly with a high degree of verbal and writing skills, ability to deal with a high level of interpersonal skills associated with the respective construction projects and funding agencies and staff.
- Use PC's, including word processing, spreadsheet, and Global Positioning System (GPS) and mapping software.
- A strong background or interest in transportation planning and analysis is preferred.

Other Requirements:

- Ability to thrive in a fast paced, deadline driven environment and to oversee multiple projects and locations.
- Excellent organizational, communication and interpersonal skills.
- Responsible for managing multiple tasks and projects concurrently with day to day activities.
- Ability to work independently with self-motivation and initiative and results-oriented.
- Confident, clear and concise verbal communication, writing skills and presentation skills are required.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards of the grant as required.
- The individual must possess a valid Driver's License and be insurable under the Tribe's existing automobile insurance policy.
- Pass a pre-employment drug screen and be subject to random drug testing throughout employment.
- Comply with the Drug-Free Workplace Policy and a Criminal Background Investigation.
- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute culture sensitivity.
- Must demonstrate knowledge and working relationships within Tribal Organizations and Federal Agencies.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.