

## KAWERAK POSITION DESCRIPTION

DIVISION:	Community Services Division
JOB TITLE:	Assistant Transportation Program Director
POSITION STATUS:	Regular, Full-time
EXEMPT STATUS:	Non-Exempt
PAY SCALE GRADE:	18-19-20
REPORTS TO:	Transportation Program Director

The Assistant Program Director is responsible to the Director for the planning and development including engineering, management, and implementation of the Tribal Transportation Program. The Assistant Director's position is a career track position. The successful candidate is expected to follow a career development program developed by the Director and be prepared to assume the duties of the Director within four years after the initial date of hire.

### BRIEF SUMMARY OF JOB RESPONSIBILITIES

1. Under the direction of the Program Director, work with the engineering team to design plans and develop specifications and engineer's estimates for regional transportation infrastructure projects to meet appropriate guidelines and standards for submittal to the Federal Highway Administration (FHWA), Bureau of Indian Affairs (BIA), State of Alaska's Dept. of Transportation (DOTPF) and other transportation facilities with Bering Strait villages according to priorities established by the Board of Directors.
2. Assist the Program Director, to ensure planning and engineering staff have prior experience in road/transportation project scoping, project development including cost engineering, scheduling, permitting and clearances and project construction management. The engineers have thorough knowledge of theories, principals, practices and techniques of highway engineering necessary to design and construct Alaska transportation infrastructure projects. Engineers shall have be PE's and be licensed in the State of Alaska.
3. Assist the Program Director, with reviewing engineering team's plans for overseeing and directing all phases of multiple transportation project plans from project conception through implementation and close-out.
4. Assist the Program Director, to work with the Construction Engineer/Manager to determine if current/future projects are to be administered by force account construction or through contracts for construction services, or a combination of both.
5. Assist the Program Director, to work with the Construction Engineer/Manager to establish RFP and contracts for services and assure compliance of construction contracts.
6. Assist the Program Director, to work with Construction Engineer/Manager to plan and acquire equipment and materials needed to construct program funded projects; create actual cost project budgets, assess equipment pool and staffing needs list for each project and maintenance management system for all acquired equipment
7. Assure that the Engineer has obtained all permits and respective authorization for construction of projects are acquired and completed.
8. Work with planning staff to complete and implement Kawerak's Long Range Transportation Plans and develop and implement Regional Long Range Transportation Plan with partners/agencies, approve submittal documents for routes to be entered into the tribal inventory.
9. Assist the Program Director, with providing supervision and direction to the Transportation staff, conduct staff evaluations on an annual basis and as necessary. Provides employment recommendations to the Director.
10. Assist the Program Director in ensuring road and transportation infrastructure projects are annually programmed into the regional Transportation Improvement Program (TIP) plan and the approved BIA inventory.
11. Track DOTPF's STIP, submit infrastructure recommendations to the Needs List, and nominate projects for the State's consideration.
12. Work in cooperation with other Kawerak Division's and appropriate entities to develop, coordinate and deliver transportation activities that meet the needs of the region.
13. Under the direction of the Program Director, maintain a high level of communication with IRA/Traditional Councils, village entities, and government agencies that have programmed other projects in the region.
14. Assist the Program Director, in working with appropriate partners (BIA, AKDOT, FHWA, Tribe, City, etc) in developing agreements for additional funding and leveraging resources on intermodal construction projects.
15. Assist the Program Director, to apply for state and federal grants and conduct grant management.
16. Develop the ability to assume the responsibilities for overall financial management of the Transportation Program including developing, monitoring and proposing amendments to the program budgets, and

oversight and authorization of expenditures in accordance with the OMB Circular A-122, IRR regulations and/or appropriate grant agency guidelines.

17. Assist the Program Director, with tracking bills, rules and proposed law changes and prepare state and federal issue white papers. Provide public comments and testimony as needed.
18. Assist the Program Director, in preparing financial and narrative program progress reports as required for funding sources, for review to Transportation Director and the Kawerak Board of Directors and create presentations for program funding sources on scheduled basis.
19. This position is expected to occasionally attend evening meetings or meetings out of town, including project inspections which require travel during evenings, weekends and holidays.
20. Other duties as assigned by the Transportation Program Director.

#### **QUALIFICATIONS**

1. Bachelor's Degree in management or related field preferred. Four (4) years in construction project management or program management may substitute for the degree requirement on a year for year basis.
2. Two (2) years' experience in contract and grant management and/or two (2) years' work experience in road/transportation project costing, scheduling and scoping.
3. Computer, keyboarding and office skills required. Knowledge of Microsoft Word, Excel, Windows and internet skills required.
4. Strong written and oral communication skills; must be able to conduct public meetings.
5. Ability to work effectively with people from a variety of backgrounds.
6. Knowledge of the Bering Straits Region and its people.
7. Prefer knowledge of the Bureau of Indian Affairs and Department of Transportation's Tribal Transportation Program regulations (25 CFR 170).
8. Prefer knowledge of P.L. 93-638 ISDEAA and Title 25 Subpart K.
9. Knowledge of administering fixed-price contracts as they are used for constructing highway projects, both on a competitive open bid basis, "Buy Indian Contract" method, and PL 93-638 Contracting.
10. Must be willing to travel.
11. This position is subject to requirements regarding criminal and civil child protection history established by Kawerak as incorporated from the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10,900-10.990 A background check clearance required. Kawerak's requirements based on Alaska Barrier Crimes Act requirements apply and must be complied with at all times in order to remain in the position.

**Native Preference per Public Law 93-638**

**(Approved 01-03-2018)**