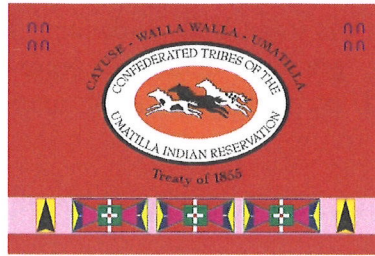


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Public Transit General Manager

SALARY: Pay Range: 12
\$85,000- \$95,000.00 Annual
DOE/DOQ

DEPARTMENT: Department of Planning, Kayak Public Transit

LOCATION: Public Transit Facility located near Nixyáawii Governance Center,
Mission, Oregon

EMPLOYMENT STATUS: Full Time with benefits package
Safety Sensitive Position – Randomly tested for prohibited drug use or
alcohol misuse while performing job duties in compliance with FTA and
CTUIR Kayak’s Drug and Alcohol Policy.
Background Check Required
Exempt

SUPERVISED BY: Planning Director

OPENING DATE: April 24, 2024

CLOSING DATE: May 29, 2024

CTUIR MISSION STATEMENT

Exercise the Tribe’s sovereign authority to achieve the maximum protection of resources identified in the treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation (CTUIR).

GENERAL STATEMENT OF DUTIES:

The Transit Program Manager oversees the day-to-day operations of Kayak Public Transit. They will conduct professional administrative work in accordance with the goals and requirements of the CTUIR Comprehensive Plan, the CTUIR Public Transit Plan and the CTUIR Planning Department's Annual Work Plan, and other associated transit related plans and policies. They are responsible for oversight of all transit operations while partnering with the key technical experts for input and guidance. The position also oversees and maintains relationships with multiple jurisdictions, granting agencies, other tribal departments, and reviews major transportation projects being developed by other agencies and provides departmental comments and recommendations as appropriate.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Directly responsible for the planning and development of the Transit program, including working with jurisdictions, ODOT, and FTA to create and ensure appropriate guidelines for safe, convenient, clean and effective delivery of transit services and projects; and responsible for the development and updating of all transit related plans; develops programs meeting the transit related requirements of Map-21 (and its successors), Oregon Statewide Transit Improvement Fund (STIF) (and its successors) and others as they are developed.
- In partnership with local and regional jurisdictions and with the CTUIR, this position will provide leadership and guidance while using evidence and quantitative evaluation into the next phase of Kayak Public Transit development which may include creating an independent agency, a regional transit authority, or some other option.
- Supervises Transit Program staff and is responsible for hiring, evaluations, necessary disciplinary actions, and ensuring staff are meeting required certifications, attending required training, obtaining required licensing, etc.
- Serve as the primary point of contact in the development of project plans, oversees and coordinates administration of compliance and reporting on state and federal grants and directs special studies associated with those responsibilities or otherwise assigned from the Tribal Planning Office.
- Directs the development and maintenance of the Public Transit Plan, and the Coordinated Human Services Public Transit Plan, the Title VI Plan, and the Paratransit Plan, and others as necessary.
- Responsible for preparation of the Transit Program's Annual Work Plan and annual budget which includes the responsibility of locating and accessing multiple funding sources.
- Directly responsible for Federal, State, and other grants, as applicable and a working knowledge of laws, regulations and practices pertaining to transit operations and safety. This includes timely application preparation, application submittal, serving as the liaison between KPT (Kayak Public Transit) and granting agencies, and acting in the capacity of grant administrator. Coordinates with Public Transit staff and other programs to insure timely submittal of required periodic reports, and appropriate recognition of all grant activity in financial reports.
- In coordination with staff and other departments, the Manager is responsible for all reports and reimbursement requests as required by ODOT & FTA. (Oregon Public Transit Information System (OPTIS) & National Transit Database (NTD) to be submitted accurately and on time.

- Interacts and coordinates with other jurisdictions and Metropolitan Planning Organizations (MPO) to advocate for KPT (Kayak Public Transit). Meets with Tribal members, transit users, citizens, programs, agencies, and elected officials to receive input into the KPT planning and the service delivery process.
- Interacts and may serve as a member on boards and technical advisory committees related to transit.
- Ensures that operations are meeting the goals and objectives of the Transit Program's short-term and long-term plans, as well as the goals and objectives of the state and regional transportation plans. Coordinates with departments to ensure compliance with, and understanding of, the Public Transit Program's planning goals and activities.
- Directly responsible for leading analysis and development of transit policies, procedures and program budgets relating to the transit planning and operations function, including route analysis and recommendations on changes in service, programs, or fares.
- Coordinates interactive plans, such as Map-21 and its successive plans, the Coordinated Public Human Transportation Services Plan, the Title VI Plan, the Paratransit Plan, Plans related to the 2017 Oregon Transportation Bill (H.B. 2017) and the MPO's Regional Transportation Plans and to assure continuity and cooperation with other transit providers in local, county, state, and federal jurisdictions.
- Prepares complex reports in support of transit development funding in coordination with co-workers, agencies, groups, and governmental bodies, including the federal government. Provides direction and supportive data to other departments to assist them in their grant writing needs.
- Coordinates legislative interaction concerning public transit with the CTUIR Communications Department.
- Coordinates public safety protocols with Tribal, local, and neighboring public safety entities with the public transit service area.
- Attends meetings, conferences and training sessions as needed or required.
- Performs other related duties as assigned.

SUPERVISORY AUTHORITY: Transit Fleet & Safety Manager, Assistant Program Manager, Transit Administrative Support Staff, and any additional Transit Program Staff that may be added in the future.

SIGNATORY AUTHORITY: Purchase Requests for Transit Program procurements.

ACCESS TO SENSITIVE AREAS: access to sensitive and secure areas of the transit facility, access to sensitive files, budgets, and internal communications.

REQUIRED MINIMUM QUALIFICATIONS; It is the responsibility of the applicant to demonstrate in writing he/she does meet the minimum qualifications.)

1. Bachelor's degree from a four-year college or university with major in, transportation planning, public administration, business administration, urban planning, civil engineering or closely related field AND

four years post-degree experience working at a program manager level in a transit or governmental agency setting. 8+ years of experience directly involved with the senior business operations of a transit system may be substituted for the education requirement.

2. Possession of a valid state driver's license and meet insurance requirements to drive tribally owned or GSA vehicles
3. Ability to read, analyze, and interpret regulations, and financial reports. Ability to respond to common inquiries or complaints to customers, regulatory agencies, or members of the business community. Ability to write reports for upper management and articles for publication. Ability to effectively present information to top management and public groups and officials.
4. Ability to manage and apply pertinent federal, state, and local laws, codes and regulations as they apply to transit operations.
5. Transit operations and infrastructure development.
6. Experience and understanding with organizational change management, and able to evaluate, develop operational recommendations, and then manage and carry out preferred solutions in coordination with stakeholders, employees, programs and regional jurisdictions.
7. Ability to apply and analyze data and recommend program improvements.
8. Ability to manage a program in a proactive, creative, and collaborative manner.
9. Ability to develop and manage a multi-source budget.
10. Ability to prepare and give presentations to a diverse audience including staff, Tribal committees and commissions, public presentations, and media.
11. Ability to supervise multiple employees and provide strong leadership.
12. Policy and procedure development.
13. Ability to manage program responsibilities and tasks in an efficient manner with minimal supervision and handle multiple projects within defined timelines.
14. Ability to use computers, software, and Microsoft Office to effectively manage the Transit Program records, databases, public information, budgets, and reports.
15. Ability to exercise independent judgment.
16. Establishing and maintaining effective working relationship with other CTUIR department and entity staff, management, vendors, outside agencies, regional jurisdictions, community groups and the general public.
17. Preparing and analyzing complex data and compressive reports.
18. Familiarity with State of Oregon and Washington Departments of Transportation transit programs such as granting mechanisms, statewide transit policy initiatives, legislative affairs, and program development.

PHYSICAL DEMANDS:

1. Work is performed in a standard office environment. Subject to standing, walking, bending, reaching, stooping and lifting of objects up to 50 pounds; may occasionally be exposed to dangerous machinery, extreme weather conditions, physical harm, hazardous chemicals, and extreme noise when conducting site visits and working in field.
2. Ability to sit in automobiles or airplanes for travel to conferences, meetings, seminars, or training.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source, and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

ALL CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

APPLICATION DEADLINE

Complete Tribal employment applications will be accepted until at 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experiences relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable
5. Copy of official college transcripts.

- 6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe (if applicable).
- 7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214 (if applicable).

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
 Office of Human Resources
 Staffing and Onboarding
 46411 Timine Way
 Pendleton, OR. 97801
 Phone: (541) 276-3570 or Fax: (541)276-9060

To be considered, application package must be post marked by the closing date.

 _____
 Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
 Human Resources

 _____
 Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

 Applicant Signature

 Date