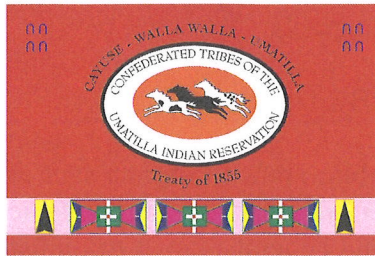


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Transit Grant Specialist

SALARY: Pay Range: 9
\$40.33-\$50.00 per hour DOE/DOQ

DEPARTMENT: Planning Department

LOCATION: Position located at Kayak Public Transit Hub, Nixyaawii Governance Center campus, Mission, Oregon with partial remote work as arranged.

EMPLOYMENT STATUS: Part Time On-Call (as needed) with partial benefits (Employees scheduled to work 129 hours or less per calendar month)
Background check required
Safety Sensitive subject to random drug testing
Non-Exempt
(*This is a grant funded position contingent upon grant funding.*)

SUPERVISED BY: Kayak General Manager

OPENING DATE: October 1, 2024

CLOSING DATE: October 8, 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.

GENERAL STATEMENT OF DUTIES

The Transit Grant Specialist is responsible for writing, managing, coordinating, and overseeing the administration of grants providing funding for the Kayak Public Transit regional system. This role involves a combination of financial management, grant compliance, reporting, and coordination with stakeholders and other CTUIR staff members to ensure the successful operation of Kayak Public Transit and execution of transit-related projects funded by Federal and State grants.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must coordinate with Kayak Public Transit Program staff and other CTUIR Departments/Programs to ensure timely submittal of periodic reports and reimbursement requests as required by Oregon Department of Transportation and Federal Transit Administration.
2. Utilize electronic grant management systems such as Oregon Public Transit Information System (OPTIS).
3. Utilize National Transit Database (NTD) for timely and accurate submittal of grant reporting and filing.
4. Participates with Kayak Management team in the preparation of Public Transit Program Annual Work Plans and CTUIR Administration Progress Reports.
5. Directly responsible for Federal, State, and other grants, as applicable to Kayak Public Transit operations and projects. This includes timely application preparation, application submittal, and acting in the capacity of grant administrator.
6. Prepares complex reports in support of transit development funding in coordination with co-workers, other jurisdictions and public transit agencies, groups.
7. Assists the Kayak General Manager to ensure that operations are meeting the goals and objectives of the Transit Program's short-term and long-term plans, state and regional transportation plans.
8. Assists the Kayak General Manager with legislative interaction concerning public transit funding
9. Attends meetings, conferences and training sessions as needed or required.
10. Performs other related duties as assigned related to duties and responsibilities above.

SUPERVISORY AUTHORITY:

None

SIGNATORY AUTHORITY:

None

ACCESS TO SENSITIVE AREAS:

Access to sensitive and secure areas of the Kayak 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 following minimum qualifications.)

1. Preferred bachelor's degree from a four-year college or university with major in accounting or business administration or closely related field **OR**
2. Associate's degree in accounting, Business Administration or closely related field with two years' experience in the fields of accounting and/or grant management **OR**

High School diploma or GED with six to eight years' experience managing grants associated with public transportation

3. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails and letters. Must possess and demonstrate good writing, spelling, proofing, grammar and punctuation skills.
4. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
5. Must demonstrate the ability to research, organize and deliver documentation related to training, audit compliance and any other administrative support documentation such as might be needed for grant applications.
6. A general knowledge of transit agency operations.
7. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
8. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment.
9. Considerable knowledge of general office practices and procedures. Individual must be highly organized, accurate and have good filing skills.
10. Must be able to operate office machines (copiers, printers, scanners, etc.).
11. Must have a valid state driver's license, reliable transportation, and meet CTUIR insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
3. Ability to lift up to 10 pounds.

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 CTUIR employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the CTUIR 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 CTUIR 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 CTUIR 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 CTUIR 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 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 CTUIR 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 experience 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. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

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: Patricia Farrow, Sr. Staffing & Recruitment Specialist

10/01/2024

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

