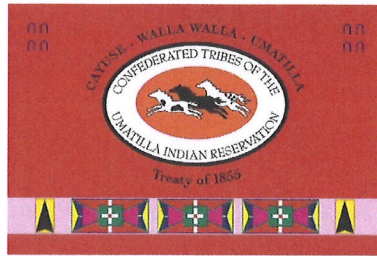


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION
46411 TIMÍNE WAY, PENDLETON, OR 97801
(541) 276-3570 FAX (541) 276-9060**



POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE: Transportation Planner – Associate Planner level

SALARY: Pay Range: 9
\$53,633 to \$64,305.96 Annual DOE/DOQ

DEPARTMENT: The Tribal Planning Office

LOCATION: Position located at Nixyáawii Governance Center, Mission, Oregon.
Confederated Tribes of the Umatilla Indian Reservation.

EMPLOYMENT STATUS: Full Time with benefits package
Must be able to pass Federal background check with fingerprinting for
access to RIFDIS, BIA Tribal Roads inventory database.
Exempt

SUPERVISED BY: Senior Planner, Planning Program Manager

OPENING DATE: March 18, 2025

CLOSING DATE: April 25, 2025

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

This position will protect human life, water, land air, and wildlife by exercising professional transportation planning skills and abilities, to ensure compliance with the Tribal Land Development Code; Tribal Roads monitoring and reporting requirements; CTUIR Long-Range Transportation Systems Plan, Transportation Safety Plan, and Tribal Transportation Improvement Plan (TTIP); and the goals and objectives of the CTUIR Comprehensive Plan and other departmental objectives, policies and plans that are transportation related. This position organizes or participates on numerous internal and external committees, provides reviews of development proposals requiring familiarity with engineering concepts and complexities of various land ownership types including federal lands.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Performs a variety of planning related duties related to the Confederated Tribes of the Umatilla Indian Reservation's interests and jurisdictions.
2. Provides professional levels of responsibility and resourceful planning functions in areas of transportation planning, rights-of-way and easement development, public transit planning, bike/ped planning, etc.
3. Engages, participates and assists in the analysis and completion of Tribal Roads documentation and reporting requirements in coordination with the Public Works Department.
4. Provide expert opinion, guidance, and support in above stated areas in projects and assignments to the Tribal Planning Office staff, Tribal Public Works staff, other CTUIR programs and departments with transportation-related scopes of work and to the General Council and Board of Trustees. Projects may be as diverse as Long-Range Transportation Systems Plan updates, transit plan review and development, research and tracking of rights-of-way/easements (trust, CTUIR and non-trust lands), trail siting and construction, site plan reviews.
5. Work toward completion of transportation related Public Works and Planning Department annual work plan tasks and Comprehensive Plan goals and report status updates to the Directors.
6. Active engagement in Tribal Roads and Planning grant applications and management, etc.
7. Must be able to operate independently, and have great project and task management skills.
8. Must demonstrate strong communication and comprehension skills in areas such as correspondence, grant writing, presentations, reports, etc.
9. Meets with Tribal members and other residents of the reservation to listen to their concerns and proposals.
10. Process road and utility rights-of-way/easement applications and permits in coordination with other CTUIR departments and programs, ODOT, BIA, other local jurisdictions.
11. Facilitates, coordinates and staffs the CTUIR's Right-of-Way Working Group (ROWWG), including distributing minutes, agendas, and following up on project status and reporting.
12. Conducts formal oral and visual presentations to the Tribal Board of Trustees, Land Protection Planning Commission, and other Tribal Commissions and Committees regarding current transportation and transit related projects, plans and issues.
13. Represents the CTUIR on planning teams and potentially as a point of contact for Oregon Department of Transportation and Umatilla County for coordination on projects that have an impact within CTUIR jurisdiction.
14. Other duties as assigned that pertain to the position.

SUPERVISORY AUTHORITY: None

SIGNATORY AUTHORITY: None

ACCESS TO SENSITIVE AREAS: Must be able to pass Federal background check with fingerprinting for access to RIFDIS, BIA Tribal Roads inventory database.

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

1. Bachelor's Degree from an accredited college or university with major course work in transportation planning, community planning, urban planning, geography, or other directly related field AND three (3) years of experience in tribal, city, county, or regional transportation planning or any comparable equivalent of combined experience and training. A Master's Degree in above stated areas of education may be substituted for two (2) years of professional experience. **AND**

2. 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. Must have the ability to read and understand Code of Federal Regulations (CFR), as well as other Tribal and Federal regulations relevant to the administration of a tribal transportation program consistent with the funding and responsibilities under the FHWA and BIA joint Tribal Transportation Program.
3. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
4. 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.
5. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
6. Must have professional knowledge of computer processing equipment and software, including, but not limited to: ArcMap, CAD, Word, Excel, Power Point, Outlook, and other Office Suite software. Knowledge of computers and other office technological equipment must be kept current by attending trainings as directed by supervisor.
7. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
8. Considerable knowledge of cadastral records.
9. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
10. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
2. Ability to stand and walk around for long periods of time.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift up to 25 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 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 required 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 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. Tribal Employment Supplemental Form
4. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
5. Completed CTUIR's Supplemental Application Form if applicable.
6. High School Diploma/GED or copy of official college transcripts (if applicable).
7. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
8. 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: JueJue Withers-Lyons Assistant Director, Office of
Human Resources

 3/18/2025
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

