YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2018-305** **Issue Date:** **01-09-19** **Closing Date:** **Open Until Filled**

Tribal Transit Program Manager
Economic Development
Department of Administration
Hourly Wage: $20.49/Regular/Full-Time

The Transit Manager is responsible to manage free and public transit services on the Yakama Reservation. The program is fully funded under the Federal Transit Administration (FTA) Section 5311 rural grant funds; the manager is responsible to manage all aspects of the grant that include budget, reporting, and applications for additional discretionary funding.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of project/program administration and financial management.
- Ability to create, read and amend budgets.
- Ability to present transit plans and data in non-technical terms to the general public.
- Ability to establish and maintain effective relationships with tribal staff and officials, outside agency personnel and the general public.
- Ability to write with clarity and conciseness.
- Ability to be self-motivated and work effectively as a team member.
- Ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcomes.
- Ability to work a flexible schedule that may include weekends and evenings.
- Proficient computer use to word process, and to collect/mange data using spreadsheets, databases, and access and apply for funding from appropriate internet sources such as grants.gov.

Minimum Requirements:

- A four year degree from an accredited college or university with major course work in Transportation, Urban and Rural Planning, Business, Public Administration, or related field.
- Two years progressively responsible experience with public transportation system.
- An equivalent combination of related education, training and experience that demonstrates the knowledge, skills, and abilities to effectively perform the functions of this position.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check.
- Must possess a valid Washington State Driver's License with the ability to obtain and maintain a Yakama Nation Driving Permit.
- Class B CDL with passenger endorsement or the ability to obtain one within 6 months of hire.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements

- Two years Tribal Transportation Planning experience.
- Minimum of three years grant experience (documentation required to fulfill obligations).