



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

TRANSPORTATION PROJECT COORDINATOR

Position Description

Opens: April 18, 2024

Closes: May 20, 2024

Department:	Public Works	Reports to (title):	Public Works Director
Job Code:	N-9	Job Location:	Bois Forte Tribal Government – Nett Lake, MN
Pay Range:	Min: \$16.06 Mid: \$20.07 Max: \$24.09	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	01/18/2024
Indian Child Protection Background:	No	Revised Date:	01/18/2024

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Transportation Project Coordinator will coordinate project services and project activities that support the planning initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians: bicyclists; motorists and commercial vehicle operators.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Work closely with a consultant retained to develop a Transportation Action Plan on the Bois Forte Reservation.
2. Coordinate activities associated with the development of the Action Plan.
3. Establish a committee/group charged with oversight of the Action Plan development.
4. Assist in the analysis of existing conditions and historical trends that provides a baseline level of crashes.
5. Collection of current policies, plans, guidelines and/or standards to improve transportation safety.
6. Assist in the development and adoption of revised or new policies, guidelines as appropriate.
7. Assist in the development of a method to measure progress over time after the Action Plan is implemented.
8. Program reporting.
9. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
10. Other duties as assigned by the project consultant and/or Public Works Director.

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MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- 1-3 years of experience in transportation or public safety field.
 - 1-3 years of experience with policy or plan development.
- Education:
- HS Diploma/GED.
- License/Certification:
- Valid Minnesota Driver's License.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Ability to meet deadlines and prioritize workload.
 - Strong verbal and written communication skills.
 - Ability to work effectively with minimal supervision.
 - Must have strong organizational skills.
 - Must have reliable transportation.
 - Basic operation of a workstation (knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
 - Knowledge of Microsoft Office suite (Word, Excell, PowerPoint, etc.), Internet software, Data Entry systems, and appropriate storage of electronic files.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
 - As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
 - Ability to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- AA Degree.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

TRANSPORTATION PROJECT COORDINATOR

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The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.