



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**POSITION: Transportation Planning & Public Works Coordinator:
Commerce Department**

Pay Grade: E4 Status: Exempt Salary/Bi-weekly Pay

Hiring Range : \$46,714.00 - \$60,526.00 - \$74,338 Commensurate with Verified Qualifications

Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

SUMMARY: This position is primarily responsible for all components of the Tribe's Transportation Planning and Public works programs, including: the development and updating of the Tribal Long-Range Transportation Plan; the annual submission of the Tribal Transportation Improvement Plan to the BIA/FHWA; serving as the Tribal Liaison with the Michigan Department of Transportation (MDOT), and advising Tribal Elected Officials on Tribal Transportation Planning matters and activities.

EMPLOYMENT QUALIFICATIONS:

Minimum Qualifications:

- A combination of six (6) or more years education and work experience with demonstrated knowledge and experience necessary to perform the responsibilities of the position.
- The ability to work independently with minimum supervision.
- A valid driver's license with the ability to be insured by the Tribe's insurance policy.

Preferred Qualifications:

- A bachelor's degree in planning, project management, civil engineering or related field, and two (2) or more years' experience in transportation planning, construction engineering, or project management.

DUTIES AND RESPONSIBILITIES:

1. Manages and oversees all aspects of the BIA Roads program, including records maintenance and retention, contracting, and budgeting.
2. Creates and submits the annual Tribal Transportation Improvement Plan to the BIA.
3. Maintains a professional relationship with the BIA Roads staff, including any necessary communication or reporting.
4. Completes and submits the required reports for the BIA Roads program in a timely manner.
5. Issues Tribal Building Permits as required for building and construction projects taking place on Tribal lands.
6. Works with the U.S. Census Bureau on an annual basis to update the tribal Boundary and Annexation Survey (BAS) as necessary.
7. Maintains confidentiality in all aspects of work and complies with all applicable laws, regulations and procedures.
8. Represents the department, as requested, in meetings with Tribal Council, other tribes, outside agencies, and serves as an ambassador of the tribe at all time.
9. All other position/department related duties as assigned by his/her supervisor and/or lead.

SUPERVISORY RESPONSIBILITIES:

Supervises other employees as needed, designated, or assigned.

PHYSICAL DEMANDS:

This position sometimes involves physically demanding, outdoor labor, occasionally through the day.

WORKING ENVIRONMENT:

The employee's work schedule may periodically need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional local travel will be necessary to attend meetings and appointments. Regional and/or national travel will be necessary to attend conferences, trainings or other meetings that are critical to job performance.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the general nature and level work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

APPLICATION INSTRUCTIONS:

Visit the LRBOI website to complete and submit an application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) as well as any supporting documentation such as educational transcripts or certifications (website www.lrboi-nsn.gov).

All applications and supporting documents are required to be submitted electronically.

For the complete job description or further information, please contact the LRBOI HR Department at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: 231.723.8288

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Posted – 08/15/2025

Remove: Until Filled