



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## POSITION DESCRIPTION

**POSITION TITLE: GRANT WRITER /TRANSPORTATION PLANNER**

**SUPERVISOR: COMMUNITY DEVELOPMENT DIRECTOR**

**SALARY \$46,000 -\$56,000 ANNUALLY, 1.0 FTE**

**NATURE OF WORK:** This position is 35-40% transportation planning and 60-65% planner/grant writer. Transportation planning works closely with tribal key personnel to develop, write, implement and manage BIA contracts for planning and construction of reservation transportation facilities and maintains the Tribe's long range transportation plan. The Planner/Grant Writer portion of the position consists of researching, developing, writing and packaging Federal, State and other grant applications in close coordination with tribal department directors and key personnel.

### **REPRESENTATIVE DUTIES PLANNER/GRANTWRITER:**

The Planner/Grant writer works in concert with tribal department directors to identify appropriate contract/grant opportunities and utilize the Tribe's planning and grant policies, protocol and procedures to develop successful applications on behalf of the Tribe.

### **JOB SPECIFICATIONS (Knowledge, Skills, Abilities, and Personal Characteristics):**

- 1 Identifying appropriate grant opportunities,
- 2 Scoping proposed grant opportunities,
- 3 Ability to summarize and develop grant abstracts and proposals
- 4 Drafting the grant narrative and budget,
- 5 Presenting the proposed project to the Planning Review Team,
- 6 Planning experience in Tribal government programs.
- 7 Ability to prepare and present effective oral and written information to the Planning Review Team, Tribal Council, funding representatives and other granting agencies or review bodies.
- 8 Knowledge and understanding of economic, cultural and social barriers facing Native American communities.
- 9 Knowledge of Federal, State and local jurisdictions and authorities as they relate to community and human services and programs on Indian reservations.
- 10 Skills in effective team-building, motivation, mediation, negotiation and conflict resolution.
- 11 Ability to establish and maintain effective working relations with Tribal members, the Tribal Council, Tribal departments, committees and outside resources with firmness, tact and impartiality.
- 12 Ability to interpret and apply legal, regulatory and policy requirements for a mixture of community development issues.

- 13 Ability to analyze complex problems and situations and to propose quick, effective and reasonable courses of action.
- 14 Ability to organize information (maintain organized files, notes, and records) and plan multiple tasks and projects.
- 15 Ability to develop and prepare project budgets.
- 16 Exhibit personal integrity and cultural sensitivity.
- 17 The Planner/Grant writer is responsible for tracking submitted grants and responding to Federal/State/other funder requests through award or declination of the proposal.
- 18 The Planner/Grant writer is a professional planning position and may be assigned to staff major community development initiatives such as feasibility studies, community assessments and comprehensive planning projects.
- 19 Ability to write complex grant proposals in response to funder guidelines
- 20 Knowledge of Federal/State funding sources specific to tribal activities
- 21 Knowledge of Federal/State on-line grant submission web sites and protocols
- 22 The Planner/Grant writer is responsible for tracking submitted grants and responding to Federal/State/other funder requests through award or declination of the proposal.

**REPRESENTATIVE JOB DUTIES/TRANSPORTATION PLANNING:** The position works closely with tribal key personnel to develop, write, implement and manage BIA contracts for transportations facilities planning and construction.

**JOB SPECIFICATIONS (Knowledge, Skills, Abilities, and Personal Characteristics):**

1. Amend existing and initiate new Office of Self Governance and BIA 638 contracts
  - a. prepare budget modifications to existing contracts,
  - b. prepare and implement new contracts.
2. Maintain and annually update the Indian Reservation Roads inventory.
3. Prepare the annual Tribal Transportation Improvement Plan (TTIP) for adoption by the jurisdiction
4. Prepare and maintain the Skokomish Long Range Transportation Plan.
5. Prepare, write and submit transportation facilities grants for roads, bridges, sidewalks and related projects.
6. Prepare projects for bid, oversee the bidding and award processes.
7. Initiate contracts for construction of transportation facilities.
8. Manage awarded contracts for small projects (under \$250,000).
9. Prepare quarterly and grant/contract mandated project reports.
10. Planning experience in Tribal government programs.
11. Knowledge of FHWA, WSDOT, BIA and/or OSG funding processes

**MINIMUM QUALIFICATIONS:**

1. BA major study in public administration, education, social services, environmental sciences or related field.
2. With knowledge/understanding of grant writing/proposals and three years recent experience writing grants.
3. Two years transportation planning experience in a tribal environment.
4. Two years experience working WSDOT, FHWA, OSG and/or BIA transportation planning processes.
5. Must have experience in planning programs and/or services within a tribal environment
6. Ability to use standard computer software, including Word and Excel
7. Excellent research, organizational and writing skills required.
8. Excellent communication skills both oral and written required.

9. Ability to adapt to a dynamic work environment and receive direction according to the organizational needs.
10. Good organizational and writing skills, knowledge of Native American issues, the ability to learn complex issues, and a high degree of self-discipline.
11. Have a valid Washington State driver's license, be eligible for the Tribe's insurance, and be able to obtain insurance and bonding.
12. **Provide writing sample with Application.** Sample should be a report, grant or other document written by the applicant and must be a minimum of five pages, single spaced or ten pages, double spaced.

**Behavior standards:** Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

#### **APPLICATION INSTRUCTIONS**

1. Application filled in completely (Do not write see resume)
2. Cover letter identify why you feel you are qualified for this position
3. Current resume and three work related references
4. **Provide minimum five page writing sample**

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_