

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DGS00514878  
POSITION NO: 242625  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 02/26/18  
CLOSING DATE: 03/30/18

DEPARTMENT NAME / WORKSITE: Division of General Services / Navajo Transit Systems / Fort Defiance, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: A164A  
WORK HOURS: 8 am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,017.60 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 19.72 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Provide technical assistance to Transit Manager and Program Supervisor in assessing current route operations; performing Bus Stop location assessments; assist with grant writing and development of grant applications; manage Grant milestones and ensuring that milestones are met; Facilitates Coordination Committee which coordinates local transportation providers to assess needs, strategizes to address gaps, and improve efficiencies for transportation service delivery within the Navajo Nation; Facilitates Transit Advisory Committee (TAC) and coordinates quarterly meetings; Knowledge of Americans with Disabilities Act (ADA) and specific applications to public transportation; Develop performance targets/goals and measurements; Develop Transit short range plan and long range plan; Work with various Department of Transportations for future road construction projects in coordinating bus stop locations and bus pull-outs.

Conduct transit related research and planning studies in transit projects pertaining to ridership analysis and projections, analysis of operating practices, routes, bus stops, schedules; make recommendations for alternative and non-traditional transit services. Conduct ridership surveys and public surveys. Cultivate partnerships and multi-agency activities; manage a coordinated community-wide transportation service network; coordinate routes with other transit agencies, transportation providers to promote a full range of travel options. Serve as a liaison for the department to outside entities; work with Navajo Nation Chapters, departments and businesses to provide information on our public transportation services. Attend public hearings. Knowledge of Customer Service principles and applying those to provide the best customer service experience.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelors degree in Transportation, Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science; and two (2) years of experience in transit planning, urban planning, social sciences, engineering, regional planning, or closely related area; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Favorable background check, Knowledge of federal, state and Navajo Nation laws, rules, regulations, guidelines and the USDOT Federal Motor Carrier Safety Regulations, Federal Transit Administration rules and regulations, Transit Safety and Security, USDOT/FTA Drug and Alcohol regulations; Knowledge of Americans with Disabilities Act (ADA) and specific applications to public transportation; Knowledge of planning concepts, principles, techniques and practices of community planning; Knowledge of the implication of economic, population and sociological trends on community planning; Knowledge of planning elements involving geographical studies and statistical methods; Knowledge of customer service principles and applying those to provide the best customer service experience; Knowledge of the social, economic and political makeup of the Navajo Nation; Knowledge in data gathering and research techniques; Skill in computer literacy; Skill in graphic instructions such as blueprints, layouts, base maps, or other visual aids;

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**