**VACANCY ANNOUNCEMENT**

**POSITION:** DIRECTOR  
**PROGRAM:** Transportation Safety Program (TSP) (Safety Division)  
**DEPARTMENT:** Transportation (CADOT)  
**STATUS:** Full Time/Exempt  
**LOCATION:** DOT Admin Building, El Reno, OK  
**ISSUE DATE:** March 4, 2020  
**CLOSING DATE:** UNTIL FILLED

**DUTIES & RESPONSIBILITIES:** The Transportation Safety Director shall serve as the program manager over the Transportation Safety Program (TSP) and shall primarily ensure grant requirements and program objectives and administer and manage safety activities to ensure delivery of program services. The TSP Director shall be under the direct supervision of the Executive Director of the Department of Transportation, must work cooperatively with all other CADOT Program Directors and staff, and shall have supervisory responsibility over the Administrative Assistant of the TSP. The TSP Director shall assume signature authority over the Safety Division and will be required to sign necessary and applicable memos, correspondences, requisitions, payroll actions, check requests, etc. to ensure day-to-day management and oversight of activities and personnel that directly fall within the management capacity of the TSP. The TSP Director must communicate and endow subordinate employees by delegating tasks and assigning work to ensure effective management of TSP goals, delivery of program services, and completion of activities to thoroughly manage the TSP according to the applicable federal program requirements and/or the Standard Operating Procedures for the CADOT. Incumbent shall be responsible for oversight of program activities, including developing policies, with a strong emphasis in coordinating and collaborating safety activities with various tribal programs and local agencies. The TSP Director will be responsible for collecting data specifically related to safety issues located on Tribal reserve lands and along routes identified on the Tribes’ road and bridge inventory and shall assist in the assessment and prioritization of safety issues/concerns, routes and/or projects for inclusion within any transportation plans. The TSP Director shall be required to analyze safety data and activities to develop reports to accurately identify goals planned and/or accomplished. The TSP Director will be responsible for developing annual Plan of Actions (POA) that incorporate program specific goals or intentions, identifies safety campaign activity/events, target audience for each event, and number of Tribal members to be served. The TSP Director is also responsible for developing event checklists as well as an event budget well in advance to manage activities in a timely and organized manner. The TSP Director must conduct at least one (1) safety event/activity and one (1) safety presentation/information booth per month and must provide a public notice for each event/activity at least 15 days in advance. The TSP Director shall be responsible for the development and creation of brochures, flyers, and campaign messages for public notices.

The TSP Director will be responsible for researching grants related to transportation safety and drafting grant applications according to criteria established and shall be responsible for submitting grant applications by the required deadlines established and therefore may be required to obtain Authorized Organization Representative (AOR) status on grants.gov. Incumbent must be willing to obtain Child Protection Safety (CPS) Technician Certification, Alive at 25 and Defensive Driving Course Instructor Certification and will be required to serve as lead CPS technician. The Transportation Safety Director:
• Must become familiar with safety laws, safety statistics, and safety campaigns and/or issues to analyze and develop activities, goals, messages, and objectives of safety priorities to ensure applicability and age appropriate materials to Tribal members to improve safety;

• Must possess sufficient grammar skills to develop thorough policies that will serve as guidelines under which safety activities will be administered;

• Must be able to communicate clearly and effectively to other professions and the general public and required to speak in public forums to express transportation safety goals and objectives in a polite, diplomatic, and professional manner and ensure satisfactory customer service;

• Must be able to discern and establish safety campaign information in a manner that is relative and appropriate to various age groups;

• Shall organize and lead safety activities such as seat belt safety campaigns, distracted driving campaigns, impaired driving campaigns, defensive driving campaigns, victims impact panels, safe drivers program initiatives, vehicle inspections, and occupational safety awareness campaigns;

• Shall develop presentations to promote awareness and provide a clear and concise explanation of information to audience in public settings;

• Must be able to maintain an adequate record-keeping system and develop a database to ensure thorough data collection, retention, and reporting of data pertinent to safety and to provide progress reports of safety activities performed and further safeguard and protect documents to ensure confidentiality;

• Must possess the ability to communicate effectively to other Tribal programs to secure involvement and support as a coordinated effort in educating Tribal members of safety aspects;

• Must collaborate with professions in the transportation industry, including engineers, BIA officials, as well as other Tribal delegates and elected officials, to further promote safety initiatives;

• Must collaborate with various other programs (i.e. transit, education, health, etc.) to ensure successful completion of program goals and objectives;

• Must adhere to the Tribes' Property and Supply Policies to manage any and all Tribal property assigned in the performance of duties (i.e. vehicle usage logs, maintenance logs, and incident reports, etc.) and will be responsible for the safeguard of Tribal property to further ensure the integrity of all Tribal assets;

• Must be able to establish annual performance targets and goals for the Transportation Safety Program and provide a plan of action to the Executive Director of the Department of Transportation;

• Must be well organized to ensure efficiency and effectiveness in delivery of safety activities and able to effectively organize activities to provide a schedule one month in advance to the Department of Transportation Executive Director;

• Must establish and maintain internal cost accounts (i.e. wage tracking templates, expense spreadsheets, etc.) for all activities administered and/or managed under the Transportation Safety Program (Safety Division) as per program policies to ensure accountability and reporting.

• Must be able to delegate tasks and assign work to the Administrative Assistant of the TSP to ensure efficient completion of program goals and objectives;

• Must be willing to work beyond normal hours to provide transportation safety information and conduct safety activities through community meetings and other events;

• Must be willing to work in the elements of nature (i.e. rain, cold, heat, snow, or other weather conditions) and subjected to various working conditions including the loading and unloading of safety equipment and materials, able to haul truck with trailer, and able to lift minimum loads of fifty (50) pounds to perform job duties and responsibilities;
• Must be willing to perform light maintenance duties, such as vacuuming, sweeping, mopping, dusting, and removal of trash to designated dumpster, to ensure clean and professional appearance of immediate workspace and further ensure the integrity of designated office space and/or building space;
• Shall be required to perform additional duties as assigned by the Executive Director of Department of Transportation or in the absence of the Executive Director.

QUALIFICATIONS: The Transportation Safety Director position requires an individual able to demonstrate self-motivation by proving to be reliable and punctual with a strong emphasis in demonstrating initiative to assume responsibilities and working to build collaborative efforts with various agencies and professions as well as non-professions. The incumbent should be familiar with various transportation safety aspects and general knowledge of policy development as related to transportation safety and compliance with federal regulations. The TSP Director shall also be responsible for conducting road safety audits (RSAs) therefore the incumbent must be willing to attending training to become skilled on how to conduct RSAs. Experience in planning, policy development, and/or grant management is helpful. Applicant should be able to demonstrate knowledge and understanding in safety, transportation, management, and willing to speak in public settings in a professional manner. A Bachelor’s Degree in any field of study preferred, however Associates Degree with at least two (2) years’ experience in grant management, safety administration, transportation planning, or program compliance acceptable (years of experience may be acceptable to be equivalent to the degree and experience requirements). Minimum of High School Diploma, or GED Certification required for consideration. Applicant should be able to understand and demonstrate computer skills and/or knowledge, specifically Windows and MS Word, Excel, Access, and Powerpoint, and/or various other applications. Knowledge in AutoCad software, GIS technology, and/or GPS handheld devices strongly desired but not required. Incumbent must be willing and able to attend various training and certification programs as directly related to job duties and responsibilities to ensure productivity in duties and responsibilities assigned. Applicant must provide a current Motor Vehicle Report (MVR) from the Oklahoma Department of Public Safety (DPS) and possess a current Oklahoma State Driver’s License. Applicant will be subject to a pre-hire drug and alcohol screen.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov