

**TUNICA-BILOXI TRIBE OF LOUISIANA
MEMORANDUM**

Job Announcement

DATE: April 7, 2026
FROM: Human Resources Department
RE: Tribal Transportation Program Manager

The Human Resources Department is currently taking applications for a full-time Tribal Transportation Program Manager. The attached position announcement must be posted seven (7) full days. **Applicants wishing to apply** should visit the Tunica-Biloxi website at www.tunicabiloxi.org and click on 'Government' located on the top of the page, scroll down to Departments, then Human Resources. This position should be posted internally until, Wednesday April 15, 2026 at 4.00 p.m.

Date and hour posted: _____ : _____ .m.

Date and hour removed: _____ : _____ .m.

Attachment: job ad



JOB DESCRIPTION

Job Title: Tribal Transportation Program Manager
Reports to: Tribal Administrator
Classification: Exempt
Supervisory Status: Supervisory

Department: Administration
Employment Status: Full-Time
Salary Range: Based on Experience
Revision Date: April 2026

Summary:

A Tribal Transportation Program Manager is responsible for planning, designing, constructing, and maintaining safe, efficient road networks on tribal lands. Responsibilities include managing federal funds, submitting Transportation Improvement Programs (TIP), addressing transportation needs for infrastructure, and conducting technical studies. This role also includes utilization of Geographic Information Systems (GIS) for mapping, data management, and infrastructure planning, as well as interpreting engineering plans, specifications, and construction documents to support project execution.

The position focuses on enhancing mobility, supporting economic development, and promoting community safety. It requires the ability to conduct field inspections and assist in the planning and development of transportation, infrastructure, and housing-related projects. This position requires an individual who can work independently with minimal supervision to ensure timely, accurate, and efficient workflow in accordance with applicable federal/state regulations and Tribal administrative policies.

Due to the nature of program functions, this position requires close cooperation and coordination with a variety of contacts including, but not limited to, Tribal personnel, Tribal officials, federal/state agencies, contractors, engineers, testing personnel, professional associations, and the general public.

Essential Duties and Responsibilities:

- **Planning & Development:** Create and update Long-Range Transportation Plans (LRTP) and Tribal Transportation Improvement Programs (TTIP). Assist in the planning and development of transportation, infrastructure, and housing-related projects, with an emphasis on road systems and supporting infrastructure.
- **Project Management:** Oversee construction, maintenance, and rehabilitation of roads, bridges, and trails, ensuring compliance with Federal Highway Administration (FHWA) and BIA standards. Develop, edit and advertise all bid and contract documents for construction and maintenance projects per procurement policies and federal regulations.

- **GIS & Mapping:** Utilize Geographic Information Systems (GIS) to develop, maintain, and analyze transportation and infrastructure data, including mapping road systems, project locations, and asset inventories to support planning, reporting, and decision-making.
- **Plan & Specification Review:** Read, interpret, and apply engineering plans, construction drawings, technical specifications, and related documents to ensure accuracy in project execution, compliance, and contractor performance.
- **Inspections & Field Oversight:** Conduct site visits and field inspections to monitor project progress, verify compliance with plans and specifications, document conditions, and support quality assurance and control efforts.
- **Grant & Fund Administration:** Secure and manage state/federal funds, including monitoring Tribal Transportation Program funds and the Tribal Transit Program.
- **Inventory & Data Analysis:** Maintain the National Tribal Transportation Facility Inventory (NTTFI) and analyze traffic data to identify safety improvements.
- **Coordination & Compliance:** Coordinate with BIA, DOT, and local agencies on projects, environmental reviews, and permitting.
- **Community Outreach:** Engage with tribal members on transportation needs, including school transportation, safety audits, and public access improvements.
- Other duties may be assigned.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Critical Thinking** – Analyze information and use logic to address issues and problems; identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Detailed Oriented** – Attention to detail and thorough in completing work tasks.
- **Dependability** – Reliable, responsible and dependable in fulfilling obligations.
- **Integrity** – Honest and ethical business relationships.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience working with Tribal governments, federal grant programs, or public-sector funding preferred.
- Ability to read, apply, and analyze, large amounts of data via the application of statistical, and financial software.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and make value-added recommendations through the use of Excel and PowerPoint.
- Verifiable experience in budgeting, managing processes, developing standards.
- Demonstrated experience reading and interpreting engineering plans, specifications, and

construction documents is required

Education/Experience:

- Bachelor of Science (B.S.) degree in Civil Engineering, Construction Management, Transportation Planning, Engineering Technology, or a closely related field is required.

OR

- In lieu of a degree, a minimum of ten (10) years of progressively responsible experience within a Tribal or State Transportation Program, combined with relevant professional licensure or certifications (e.g., EIT, PE, CCM, or equivalent), may be considered.
- Preference given to candidates with GIS experience, familiarity with federally funded projects and applicable FHWA/BIA requirements, relevant certifications (e.g., EIT, PE, CCM, GIS), and experience conducting inspections, project oversight, and coordination with contractors and engineers.

Certificates and Licenses:

- Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
- Must successfully pass a criminal background check.

Supervisory Responsibilities:

This position has supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires walking, standing, bending and sitting for long periods of time. The employee must be able to lift up to 10 pounds unassisted. Candidates must have good eye and hand coordination.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

**PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN INDIANS.
Proof of tribal citizenship is required to be deemed preference eligible.**

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested, including Tribal Role #, Certificate of Enrollment or Proof of Enrollment #; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

To apply for this position, interested candidates must submit their completed application, or cover letter and resume on or before the closing date to:

**Tunica-Biloxi Tribe of Louisiana Attn: Human Resources
150 Melacon Rd.
P.O. Box 1589
Marksville, La. 71351
HR@tunica.org**