

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: sherry.dupuis@cskt.org**

*****VACANCY ANNOUNCEMENT*****

*Are you a motivated person looking for a great job opportunity to make a difference and join our team to improve the road system on the Flathead Reservation? Interested and qualified applicants are encouraged to apply!
Learn more and apply at cskt.org/personnel.*

- TITLE:** Transportation Planner (Contract Position)
- LOCATION:** Roads Program - DEWR KH Office - Ronan, MT
Division of Engineering & Water Resources/Natural Resources Dept
- SALARY:** \$25.94 to \$29.82 per hour; including Benefits: Health Insurance, Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays
- CLOSING DATE:** Monday, May 18, 2026 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** The Transportation Planner is a full-time position responsible for providing planning services and assistance to the Confederated Salish and Kootenai Tribes' (CSKT) Roads Program.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Studies, evaluates and analyzes current and proposed transportation systems.
- Collects, solicits and analyzes various data sets to evaluate traffic patterns, accidents, and traffic changes to inform planning decisions.
- Recommends and proposes plans to improve transportation networks and their costs, efficiency, environmental impact and service.
- Collaborates and coordinates with other Tribal Departments, Local, State, and Federal governments to ensure a cohesive and partnership approach to planning.
- Manages, updates and evaluates the Road Program's National Tribal Transportation Facility Inventory (NTTFI) to meet CSKT goals and needs, while in compliance with Bureau of Indian Affairs (BIA) procedures.
- Manages the updates of GIS applications for NTTFI road inventory and other transportation facility inventory.
- Researches and writes grant applications to secure funding for improvement of the transportation network on the Flathead Reservation.
- Tracks funding and expenditures for transportation related grants.
- Submits required reports and documents for grants.

- Updates planning documents including the Long-Range Transportation Plan, Tribal Transportation Improvement Plan, Road Programs Safety Plan, and other plans as needed.
- Coordinates public meetings and/or public comment periods for planning documents and grant applications per requirements.
- Performs road safety audits as directed by the Roads Program Manager.
- Utilizes GIS (geographic information system) and GPS (geographic positioning system) to performing mapping and inventories for planning, maintenance and construction.
- Assist with the preparation and procurement of the necessary permits for roads construction projects.
- Assists in the preparation of plans, specifications and estimates for Roads Program projects.
- Completes similar duties as assigned for other programs within Natural Resources Department's Division of Engineering and Water Resources.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Minimum Training and Experience: Bachelor's degree in Transportation Planning, Urban Planning, or in a related field such as Public Policy, Public Administration, Environmental Policy or Studies, Geography or Civil Engineering; Education must demonstrate emphasis on regional and site planning, preferably with emphasis in the Transportation sector.
- Incumbent will be required to actively pursue and obtain continuing education certificates.
- Possession of a valid driver's license with the ability to obtain a Montana Driver's License within six (6) months.
- Must have liability or full coverage insurance on personal vehicle (if used to travel off-site in performance of duties).
- Required to obtain and maintain additional certification as necessary for various Roads or other Program projects.
- Must wear Tribal Government identification and safety apparel when conducting field activities.
- Required to successfully complete a certified defensive driving course approved by the department upon hire and every three (3) years thereafter.

FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certificates.
3. Copy of valid driver's license.
4. If applicable, please submit proof of Enrollment in a Federally recognized Tribe, if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Scott Johnston - Roads Program Manager at 406/675-2700 Ext. 6202.