

**LCO Tribal Government  
Human Resource Dept  
2% Transportation Planner**



**Pride of the Ojibwe**  
13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209

**Position Description:** 2% Transportation Planner  
**Open Date:** September 16, 2022  
**Closing Date:** Open Until Filled  
**Salary:** Negotiable (D.O.Q.)  
**Hours:** 8:00am-4:30pm  
**Location:** LCO CDC - Roads Department Office  
**Supervisor:** Executive Director, LCO Division of Land Management

**Position Summary:** This position will coordinate and oversee all activities relating to road maintenance, road planning, and road construction. This position establishes and supervises the daily work assignments of the LCO road maintenance to assure adequate production, high standards of workmanship, and compliance with safety policies. Additional responsibilities include grant writing, grant management and other administrative functions.

**Qualifications:**

1. Mature Adult
2. Tribal Preference applies
3. Bachelor Degree in Public Administration or at least 5 years of program experience in Planning and/or Civil Engineering
4. Effective computer knowledge in Microsoft Office, Arcview and use of GIS Software
5. Must have effective written/oral communication
6. Must possess a vehicle, driver's license and insurance

**Essential Duties and Responsibilities:**

1. Compile, maintain and update data on all roads on/near LCO
2. Comply with program regulations for the submission of quarterly, annual management and Tribal Transportation Improvement Plan reports
3. To establish and maintain revenue and expense records for the LCO Weekend Program, that includes paying for services and compiling reports for submission to U.S. Department of Transportation Federal Transit Administration
4. Coordinate Roads Committee- interaction with land use, infrastructure and planning committees to monitor road safety in the LCO Communities

**LCO Tribal Government  
Human Resource Dept  
2% Transportation Planner**

5. Ensure all operational responsibilities including, but not limited to purchasing supplies and receiving, correspondence, tracking of budgets, doing quarterly drawdowns of funds for LCO roads, accounts payable and annual staff evaluations
6. Maintain a filing system and accurately file all pertinent information relevant to the operation of Roads Maintenance and the Weekend Tribal Transit Service
7. Attend training and workshops concerning Roads Planning, Federal Highway Administration and local & regional roads maintenance
8. Communicate effectively with the County and Township Roads Committees, the BIA and Regional Offices
9. Ensure staff maintains physical ability for job duties and complies with and have regular drug testing

**Application Procedure:**

Submit **complete LCO Employment Application, resume**, at least **three (3) personal letters** of references, and any other supportive documents. Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement.

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**ATTN: Human Recourse Department**

**13394 W. Trepania Road**

**Hayward, WI 54843**

**Fax (715) 634-4797**

**HR Fax (715) 699-1209**

**[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)**

**[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

***Tribal Preference will apply to qualified applicants in accordance with the  
Lac Courte Oreilles Policies & Procedures Manual.***