

JOB VACANCY ANNOUNCEMENT

Opening Date:	February 13, 2017	Closing Date:	Until Filled
Position:	<u>Travel Director</u>	Reports to:	President/CEO
Salary/Wage:	Grade GG; \$106,294 – 114,967, DOE	Department:	Travel
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	ASNA

Brief Summary:

Responsible for the management of Arctic Slope Native Association staff and patient travel including air travel, ground transportation and lodging. This position will oversee the Medical Travel and Funeral Assistance program, Medicaid program and fee agents, and general Indian Health Service travel functions. Additionally, they will be responsible for oversight of the corporate travel department. Responsible for managing the budget including grants. Serve as liaison for patient travel programs and outside agencies. Responsible for making difficult decisions including eligibility determination for patient travel.

Qualifications:

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

Education:

Associate Degree in Business Administration or related field required, Bachelor's Degree preferred.
Two years experience in related field or practice in a private travel agency.
Two years supervisory experience managing diversity.
Inupiat speaking preferred.

Desired Knowledge, Skills and Abilities:

- Ability to speak in public settings.
- Excellent telephone etiquette and face-to-face customer service skills.
- Ability to work independently.
- Ensure patient/client confidentiality at all times.
- Work ethically and professionally; treat people courteously and respectfully.
- Accurately complete tasks in a timely manner. Identify and resolve problems in a timely manner.
- Respond promptly to customers' needs.
- Calmly manage difficult or emotional situations.
- Knowledge of basic office procedures, including filing, organizing, and requisitioning.
- Excellent written and verbal communication skills.
- Proven ability to work with staff members in a supportive, facilitative manner.
- Computer literacy required; knowledge of Microsoft Word and MS Office. Demonstrate proficient use of basic office equipment.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.
PO Box 29 * Barrow, AK 99723 * 907.852.9204 * FAX 907.852.6217

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.