

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0372727

Date Posted: 01/03/11

POSITION NO: 203363

Closing Date: 01/14/11

CLASS CODE: 1961

POSITION TITLE: SENIOR PLANNER

DEPARTMENT NAME: Department of Navajo Veterans Affairs (DNVA)/Central

DEPARTMENT NO: 37 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N65A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8am to 5pm

Temporary:

Duration: _____ \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the immediate supervision of the Department Manager II, the Senior Planner performs a range of professional planning work of considerable difficulty with regard to coordinating department projects and initiatives. Duties include, but are not limited to, providing periodic updates, critical analysis of problems/issues, working proactively with state/tribal/governmental entities, writing summary and comprehensive reports, developing presents data in various fomats. Other duties include dealing with policy-related issues and concerns, develops detailed plans, obtains and analyzes information related to legislative and executive policy changes, support departmental initiatives with various projects, provides conclusions/recommendations on project development, forecasts planning issues, researches proposals and makes recommendations, evaluates the feasibility of plan alternatives in relation to costs, trends, social pressures. Performs other duties as assigned or directed.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Community Planning, Architecture, Engineeing, Sociology, Economics, Political Science, or closely related field; and

Experience:

Four (4) years of experience in urban and regional planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Has computer literacy with skills and knowledge of Word, Excel, Access, Powerpoint, etc. and familiarity with the various Navajo Nation Policies and Procedures such as fiscal, personnel, travel, motor vehicle, etc.; and the ability to be fluent in the Navajo and English languages would be helpful.

License/Certification Requirements:

PREFERRED: Must possess a valid State Driver's License and Navajo Nation Tribal Operator's Permit.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99