

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04422590</u>	DATE POSTED: <u>01/11/22</u>
POSITION NO: <u>209096</u>	CLOSING DATE: <u>1/25/2022 by 5 pm</u>
POSITION TITLE: <u>Senior Planner</u>	
DEPARTMENT NAME / WORKSITE: <u>Department of Diné Education - Administration/Window Rock, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8 Hours/day</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BQ65A</u>
	\$ <u>49,318.56</u> PER ANNUM
	\$ <u>23.62</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general direction, performs a wide range of professional planning work of considerable difficulty concerned with the growth and improvement of the Nation's education make up, such work requires considerable skill in research, analysis, and presentation of data; recommendations made have a significant impact and/or influence on the outcome of the problems studied; performs related work as assigned. Provides decision makers with a comprehensive view of problems and operations with new and projected programs; provides alternative solutions and a picture of the advantages and disadvantages of problems under study; coordinates planning activities with several different jurisdictional authorities, such as with state, county, and various federal agencies; develops and carries out research; writes reports or develops work programs to solve problems; gathers, analyzes and presents data in the form of written, graphic or oral reports. Projects long term influence of legislated and executive policy changes, which may significantly impact the growth and development of the Nation; deals extensively with policy questions arising from projected changes; develops detailed plans; obtains and analyzes information related to problem areas, and supports conclusions and/or recommendations with detailed reports; formulates, defines, clarifies and interprets policies, goals and objectives, activities include planning, research and proposals, making recommendations as warranted by the study; evaluates the feasibility of planned alternatives in relation to costs, trends and social pressures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related field; and four (4) years of experience in urban and regional planning; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

- Knowledge of planning concepts, principles, techniques, and practices.
- Knowledge of social, economic, and political makeup of the Navajo Nation.
- Knowledge of data gathering and research techniques.
- Skill in research and analysis of other studies and reports.
- Skill in graphic instructions such as blueprints, layouts, base maps, or other visual aids.
- Skill in comprehending and making inferences from written materials such as census data, surveys, previously completed studies, or government document reports.
- Skill in establishing and maintaining an effective working relationship with others.

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