

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS0057428

Date Posted: 01/28/13

POSITION NO: 242625

Closing Date: 02/08/13

CLASS CODE: 1963

POSITION TITLE: PLANNER

DEPARTMENT NAME: Navajo Transit System

DEPARTMENT NO: 5 WORKSITE LOCATION: Ft. Defiance, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A

Days: Monday - Friday Permanent: SALARY: _____

Hours: 8:00 a.m. to 5:00 p.m. Temporary: Duration: _____ \$ 34,944.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Department Manager, performs task of considerable difficulty with responsibility to provide technical transit planning, writing and researching pertaining to public transportation. Will assist in grant writing and development and monitoring of contracts and budgets. Conduct transit related research and planning studies in transit projects pertaining to ridership analysis and projections, analysis of operating practices, routes, stops, schedules utilizing the Global Positioning System (GPS), make recommendations for alternative and non-traditional transit services for existing or potential markets. Serve as a liaison for the department and to non-tribal organizations; ability to establish working relationships with private and public funding sources, assist with the preparation of meetings and events; serve as committee member and on task forces; attend public hearings and perform special assignments as required. Ability to carry out a variety of operational and administrative activities such as preparation of budgets, and the development implementation of department policies and procedures. Prepare reports, correspondences and presentations; evaluates and issues reports on progress of projects; prepares analysis of program activities and results. Attend certified trainings to become certified trainer in safety courses in compliance to Utah, New Mexico and Arizona Department of Transportation regulations. Travel during regular/irregular hours will be required.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Transportation, Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science or closely related field; and

Experience:

Two (2) years experience in transit planning, urban planning, social sciences, engineering, regional planning, geography, business or closely related field; 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 transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation laws, rules, regulations and guidelines as well USDOT Federal Motor Carrier Safety Regulations, Drug & Substance Abuse Policy, Federal Transit Administration rules and regulations. Must have knowledge of management and administrative principles and practices; of computer hardware, software, etc.; in using effective verbal and written communication skills in development of reports, presentations, training, and information; skills in designing, developing, implementing, and overseeing multiple projects, ensuring compliance with safety, health and environmental protection rules and regulations; and establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a valid Driver's License and obtain a Navajo Nation Operator's Permit within 90 Days of employment. **Preferred:** A pre-employment drug test in accordance with Federal Transit Administration regulations.

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