

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DGS15523394

DATE POSTED: 04/15/22

POSITION NO: 244934

CLOSING DATE: Open Until Filled

POSITION TITLE: Principal Planner

DEPARTMENT NAME / WORKSITE: Broadband Office - Window Rock, AZ

WORK DAYS: <u>Mon-Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ67A</u>
WORK HOURS: <u>40/Week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>58,276.08</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>27.91</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Serves as Broadband technical support for Navajo Nation Broadband Office (NNBO) to further Navajo Nation Broadband plans and initiatives; advises NNBO on comprehensive planning process for Navajo Nation Broadband plans and initiatives; develops Navajo Nation Broadband laws/regulations/policies/procedures in collaboration with Navajo Nation Broadband partners. Ensure partnership outreach with federal, state, county and local government regarding Navajo Nation Broadband plans/initiatives; assists NNBO to ensure all Broadband stakeholders are kept inform of Broadband plans/initiatives; participates in the education of Navajo Nation stakeholders on the technical processes of implementing a Broadband program. Serves as lead grant writer for external Broadband funding incorporating technical requirements for the best opportunity to secure funding; coordinates the development of grant application budget requirements; researches federal/state/county/local government funding opportunities and ensures timely submission of grant application; ensure compliance with reporting requirements for funded grants; must be FMIS/6B certified. Serves as Broadband resources for Navajo Nation leadership, divisions, departments and programs; will be assigned to represent NNBO at various internal and external Navajo Nation Broadband meetings. Researches and assesses rural area Broadband best practices to ensure NNBO informed decision - making process for Navajo Nation Broadband plans/initiatives; coordinates with Navajo Nation Broadband partners in navigating the approval process for clearances/approvals for Broadband projects; other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master’s degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; and six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 principles, techniques and practices of planning concepts. Knowledge of the social, economic and political makeup of the Navajo Nation. Knowledge of laws, regulations, policies, and provisions of new and existing programs under study. Knowledge of the application of land use theory, urban design, economics, public finance, tribal land use laws, sociology, environmental design, resource development and ecology. Knowledge of grant and program management to include various levels of government, transportation, communication and public utility systems as related to planning. Knowledge of data gathering and research techniques. Knowledge of the theories and methods of formulating land use and other policies. Knowledge of computer application and pertinent software. Knowledge of supervisory methods and techniques. 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 done studies, or government document reports. Skill in establishing and maintaining effective working relationships with others. Skill in supervising staff.

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