

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD1348785  
POSITION NO: 240872  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 06/23/14  
CLOSING DATE: 07/07/14

DEPARTMENT NAME / WORKSITE: Senior Planner  
DCD/Chinle Local Governance Support Center, Chinle, AZ

WORK DAYS: _____	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>Y65A</u>
WORK HOURS: _____	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>42,764.80</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> Duration: _____	\$ <u>20.56</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

**DUTIES AND RESPONSIBILITIES:**

Assist and provide technical assistance to the Chapters to implement LGA Land Use section 2004 by; Promoting and Assisting communities to organize a communities to organize a community land use planning committee; Attend community land use planning meeting frequently. Be the technical assistant resource person. When necessary provide special training in land withdrawal procedures, site planning, master planning, basic engineering terms, and map reading. Prepare complex analysis of existing land use. Review land use plan(s) prepared by communities. Research and recommend innovation planning technique and criteria for chapter projects and community developments. Recommend constructive changes in site design and methodology for site selection. Assist with inspections, site assessments and evaluate for proposed development. Review preliminary subdivision plans to ensure compliance with all necessary standards and criteria. Provide training or technical assistance to other agency groups as appropriate to implement LGA. Projects long term influence of legislated and executive policy changes, which may significantly impact the growth and development of the Nation.

**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.

**PREFERRED QUALIFICATIONS:**

- A Master's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science or closely related field.
- Four (4) years of progressively responsible experience in planning/community development or in area of assignment.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of planning concepts, principles, techniques and practices.  
Knowledge of 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, sociology, environmental design, resource development and ecology.  
Knowledge of the intricate relationships of organizations.  
Knowledge of data gathering and research techniques.  
Knowledge of the theory and methods of formulating land use and other policies.  
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.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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

