

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0722127
POSITION NO: 941686
CLASS CODE: 1960

Date Posted: 07/06/10
Closing Date: 07/19/10

POSITION TITLE: Principal Planner
DEPARTMENT NAME: Department of Behavioral Health Services
DEPARTMENT NO: 72 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A
Days: Monday - Friday Permanent:
Hours: 80 hrs. Temporary: Duration: _____ SALARY: _____
Part-Time: No. of Hrs/Wk: 40 \$ 47,361.60 Per Annum
\$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as expert counsel on many facets of the planning profession; advises management in resolving highly unusual controversial planning issues; develops criteria in guiding operating officials in establishing goals, policies; priorities, organizations and regulations in any one of the following areas, such as public safety, public health, housing, transportation, land use, utility, pollution and other environmental related issues; coordinates with federal and state agencies engaged in similar mission objectives.

Participates in gathering information, making analysis of data and recommendations, preparing plans for the needs of the Navajo Nation; provides technical support and administrative assistance to program staff and other tribal and non-tribal entities; formulates, defines, clarifies and interprets policy recommendations and proposals for the Nation, chapter communities, and respective divisions and departments.

Analyzes and compiles technical and statistical information and writes technical reports; evaluates the feasibility of plan alternatives in relation to costs, trends, and social pressures; interprets charts and graphs; develops policies and related implementation procedures for large topic areas such as scenic resources, archeological resources, architectural compatibility, etc.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; and

****To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.****

Experience:

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, training, and experience which provides the capabilities to perform the described duties.

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.

Special Knowledge, Skills and Abilities:

Knowledge of principles, techniques and practices of planning concepts; knowledge of the social, economic and political make up of the Navajo Nation; knowledge of laws, regulations, policies, and provisions of new and existing programs under study; knowledge of the application of economics, public finance, sociology, and resource development; knowledge of grant and program management to include various levels of government, transportation, and communication as related to planning; knowledge of data gathering and research techniques; knowledge of the theories and methods of formulating policies; knowledge of computer application and pertinent software; knowledge of supervisory methods and techniques.

Skill in graphic instructions and 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 other; skill in supervising staff.

****Must pass a Fingerprint Clearance and Background Check****

VETERANS' PREFERENCE APPLIES

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