

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05824300

DATE POSTED: 07/19/22

POSITION NO: 211602

CLOSING DATE: 08/08/2022 by 5pm

POSITION TITLE: Senior Planner

DEPARTMENT NAME / WORKSITE: DNR - Navajo Parks and Recreation Department / Window Rock, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ65A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 49,318.56 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 23.62 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversees daily planning of projects as established by department goals and objectives, strategic planning sessions and developed five year plans; coordinate with Project Develop Section in short and long range planning, implementation and close-out process of each project; prepare technical, strategic and project management reports on projects; prepare documents for feasibility, environmental and professional services contracts; assist with development and review of requests for proposals and other solicitations; participate in department budget process in preparing for upcoming project ready funding allocation; prepare grant applications, submit progress and close-out reports for grants; recommend and develop revenue generating ideas; assist park location managers and supervisors to develop park improvement plans and schedules; maintains close contact with local, tribal, state and federal funding sources; attends meetings on planning related issues; prepares research findings to support department initiatives and provide statistical reports; coordinates with other departments on project planning; attend relevant conference and seminars. Other duties as assigned such as delegation, community events at park locations, etc.

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:

- A favorable background investigation.
- Possess a valid state driver's license, obtain a Navajo Tribal Vehicle Permit within 90 days of employment.

(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 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 land use theory, urban design economics, public finance, sociology, environmental design, resource development and ecology; Knowledge of the theory and methods of formulating land use and other policies; 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 governmental document reports; Skill in establishing and maintaining an effective working relationship with others; Ability to provide interpretation of park locations and department information to the public; Ability to provide feedback/insight to staff during site visits, community events or meetings with outside entities/organizations.

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