THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07212253**	DATE POSTED:	**07/25/16**
POSITION NO:	**243749**	CLOSING DATE:	**08/05/16**
POSITION TITLE:	**Planner**		
DEPARTMENT NAME / WORKSITE:	**DOH/Department of Behavioral Health Services/Window Rock, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provides technical support and administrative assistance to department staff and other tribal and non-tribal entities; clarifies, interprets, analyzes and evaluates policies, goals and objectives, planning and research activities and proposals; assess health needs of certain population and communities; applies specialized knowledge and socioeconomic data to the planning studies; interacts with the public in applying planning requirements and associated regulations to project plans and applications and requests for changes or variances

Assists in grant applications by researching required areas; gathers and assembles all pertinent data as related to the planning project; makes analysis of data collected and presents recommendation with supporting conclusions and findings; provides technical support to program staff; formulates, defines, clarifies and interprets the policies, goals and objectives, activities of planning, research and proposals; develop recommendation and reports related to certain issues of the department; may advocate for behavioral health initiates and policies.

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.

(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 REQUIREMENTS:

- A favorable background investigation. ***(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)***
- Possess a valid state driver's license.

Special Knowledge, Skills and Abilities:

Knowledge of planning concepts, principles, techniques and practices of community and health planning; knowledge of the implication of economic, population and sociological trends on community planning; knowledge of the social, economic and political makeup of the Navajo Nation; knowledge of planning elements involving geographical studies, political science, engineering, architecture, public administration, statistical methods; knowledge of data gathering and research techniques.

Skill in computer literacy; skill in oral and written presentation, as well as, 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 to establish and maintain effective working relationships with department heads and other tribal officials.

<<A favorable background investigation is required>>

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