

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

REQUISITION NO: DOT1068036

Date Posted: 07/29/13

POSITION NO: 940210

Closing Date: 08/09/13

CLASS CODE: 1961

POSITION TITLE: Senior Planner

DEPARTMENT NAME: Navajo Division of Transportation - Planning

DEPARTMENT NO: 106 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: \_\_\_\_\_ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Planning Manager to oversee, plan, coordinate and manage projects and activities related to transportation planning for the communities of the Navajo Nation. Provide technical support and guidance to chapters and communities in the development of the transportation plans to address challenges for current and future transportation needs. Conducts presentations to tribal, state and federal agencies, attend public hearings, community outreach and public education on transportation projects. Attend planning, chapter and agency meetings to provide status of the local and regional transportation projects. Collects and organizes roadway information to perform the annual update for the Transportation Improvement Plan and the Long Range Transportation Plans. Works with MPOs, RPOs, county, state DOT and federal organization and federal organization to develop and implement regional studies, guidelines and policies. Participates in the study of the special projects such as rural area development and road safety studies. Develops and carries out research; writes reports or develops work programs to solve problems; gathers, analyzes, and presents data in the form of written, graphic, or oral reports.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's Degree in Community Planning, Urban Planning, Transportation Planning, Engineering, Architecture or closely related field; and

**Experience:**

and four (4) years of experience in urban, transportation and regional planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.**

**Special Knowledge, Skills and Abilities:**

Familiar with the Federal Coded Regulation governing the Tribal Transportation Program. Strong technical written and oral communication. Ability to provide guidance and technical support in the area of transportation to the local government. Able to facilitate meetings. May be required to demonstrate fluency in both the Navajo and English Language.

**License/Certification Requirements:**

Must possess a valid State's Driver's License and ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*