

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT1112346

Date Posted: 08/30/10

POSITION NO: 941592

Closing Date: 09/13/10

CLASS CODE: 1961

POSITION TITLE: Senior Planner

DEPARTMENT NAME: Navajo Division of Transportation/Planning

DEPARTMENT NO: 111 WORKSITE LOCATION: Chinle, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N650A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 AM to 5:00 PM

Temporary:

Duration: N/A \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

To be responsible for all transportation planning activities for the Fort Defiance Agency. Primary responsibilities include compiling agency transportation needs; developing annual 20-years transportation schedule; developing and maintaining road project database (construction, project right-of-way status, related land use development information); and assisting Agency Roads Committee (ARC) on agency project selection and prioritization. Other responsibilities include coordinating ARC monthly meetings; providing written and oral reports on project status; assisting with resolutions, meeting minutes; and providing necessary coordination with the Transportation and Community Development Committee (TCDC), chapters, tribal, county, and state agencies, regarding agency transportation planning.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Community Planning, Transportation Planning, Landscape Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related field; and

Experience:

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

(To receive full credit for education/training, applicants must submit copies of transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Microsoft Software's and ArcView, or ArcInfor is preferred.

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