

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

|                             |   |                    |                                     |
|-----------------------------|---|--------------------|-------------------------------------|
| REQUISITION NO:             | DNR05821801   | DATE POSTED:       | 09/16/21                            |
| POSITION NO:                | 211602  | CLOSING DATE:      | 09/29/2021 by 5pm                   |
| POSITION TITLE:             | Senior Planner                                      |                    |                                     |
| DEPARTMENT NAME / WORKSITE: | DNR/Parks and Recreation Department/Window Rock, AZ |                    |                                     |
| WORK DAYS:                  | Mon-Fri.  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS:                 | 8 am to 5 pm  | PART TIME:         | <input type="checkbox"/>            |
| SENSITIVE                   | <input checked="" type="checkbox"/>                 | SEASONAL:          | <input type="checkbox"/>            |
| NON-SENSITIVE               | <input type="checkbox"/>                            | TEMPORARY:         | <input type="checkbox"/>            |
|                             |   | NO. OF HRS./WK.:   |                                     |
|                             |   | DURATION :         |                                     |
|                             |   | GRADE/STEP:        | BJ65A                               |
|                             |   | \$                 | 47,878.00 PER ANNUM                 |
|                             |   | \$                 | 22.93 PER HOUR                      |

**DUTIES AND RESPONSIBILITIES:**

Oversee daily planning as established by department goals and objectives; administer and coordinate short and long range planning process for the Project Development Section; prepare Technical, strategic and Action Plans; review and analyze existing policies and procedures and maintain current and up-to-date; prepare feasibility assessments of proposed projects; assist with development and review of requests for proposals and other solicitations; participate in the annual budget process by preparing project goals and objective for the upcoming budget cycle; prepare grant applications; submit progress and close-out reports for grants; review proposals received; recommend and develop revenue generating ideas; find innovative and creative ways to solve problems; with park managers and supervisor to develop park improvement plans and schedules; maintains close communications with local, tribal state and federal funding sources; attend meeting on planning related issues; prepare research to support department initiative and prepare statistical reports; coordinate planning activities with other department and programs; attend relevant conference and seminars. Other duties assigned by supervisor such as delegation, assist at community events throughout the Parks and Recreation Area, 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 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 in reference from written materials such as census data, surveys, previously done studies, or governmental documents reports. Skill in establishing and maintaining an effective working relationship with others.

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