

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT10616411 DATE POSTED: 10/16/18
POSITION NO: 946253 CLOSING DATE: Open Until Filled
POSITION TITLE: Principal Planner
DEPARTMENT NAME / WORKSITE: Navajo Division of Transportation Department of Planning, Tse Bonito, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR67A
WORK HOURS: 8:00 am-5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 53,643.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : \$ 25.79 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Serves as expert counsel on many facets of the planning profession in transportation and community based planning as they pertain to the Navajo Nation. Advises management in resolving highly unusual controversial transportation planning issues; develops criteria for transportation priorities, strategies and land-use issues. Limited supervisory role of professional and technical planning department staff in the development of: land-use, economic development, traffic demand, public safety, health and social strategies to meet current and future transportation needs. Provides technical support and administrative assistance to program staff and other tribal and non-tribal entities. Formulates, defines, clarifies and interprets transportation and policy recommendations and proposals for the Navajo Nation, chapter communities, Navajo Nation committees/Council and the Navajo Division of transportation. Serves as a liaison to and advises various; councils, boards, commissions and elected officials in transportation planning related issues. Maintains and updates the processes and amendments to both the; Long-Range Transportation Plan and Tribal Transportation Improvement Program List and Regional Transportation plan. Analyzes, coordinates and compiles technical and statistical data and writes technical reports; evaluates the feasibility of plan alternatives in relation to costs, trends, social pressures and interprets architectural and engineering drawings and specifications that include metric, topographic, geologic, hydrologic, statistical maps, charts and graphs. Other duties as assigned. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Community Development, Planning, Political Science or Public Administration or closely related field; and six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- Fluency in the Navajo language is desired, BUT not required.

(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: the social, economic and political make-up of the Navajo Nation; laws, regulations, policies and provisions of new and existing programs under study; the application of land use and rural community design, economics, finance, tribal land use laws, sociology, environmental design, resource development and ecology; grant and program management to include various levels of government, transportation communication and public utility systems as related to planning; data gathering and research techniques; laws and processes in formulating land-use, capital improvement and other policies; computer application and software. Skills in: interpreting blue prints, accessing information systems, GIS maps or other visual aids; comprehending and making inferences from written materials such as census, inventory data, survey studies, legislation, policies or reports; establishing and maintaining effective working relationships; supervising, evaluating, training and motivating employees.

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