THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DCD1399614** DATE POSTED: **12/08/14**

POSITION NO: **243230** CLOSING DATE: **OUF**

POSITION TITLE: **PLANNER**

DEPARTMENT NAME / WORKSITE: **DIVISION OF COMMUNITY DEVELOPMENT, ADMINISTRATIVE SERVICE CENTER / TUBA CITY, AZ**

WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME: ☑ GRADE/STEP: AB63A

WORK HOURS: 8:00AM - 5:00 PM PART TIME: ☐ NO. OF HRS./WK.: _____ $ 37,065.60 PER ANNUM

SEASONAL: ☐ $ 17.82 PER HOUR

TEMPORARY: ☐ DURATION : _____

DUTIES AND RESPONSIBILITIES:

• Administrative Duties- Will provide direct leadership, guidance, and training of the chapter personnel and provide oversight of all administrative functions; evaluates operations and activities of personnel; addresses performance deficiencies in accordance with Navajo Nation Personnel polices and procedures; prepares weekly/monthly/quarterly reports on operations and activities; contributes to annual budget development by recommending budget goals, objectives, performance measures in Form 2 and recommends improvements and modifications to other goals and performance measures. Suggest budget funding amount for specific task in the planning section. Assumes duties and responsibilities for vacant senior planner positions as needed for other ASC. Provides technical support and administrative assistance to program staff and other tribal and non-tribal entities.

•Planning - As a subject matter expert in land use and community planning, provides leadership, training, and direction for chapter personnel in compliance with generally-accepted professional planning practices, the Five Management System policies and procedures, the Local Governance Act, comprehensive and community base land use planning, ordinances, zoning, sustainable land management, sustainable building practices and other applicable best practices, policies, regulations, and laws. Performs professional planning work of considerable difficulty in a leadership capacity and actively participates in review and planning of projects; performs in-depth research analysis and interpretation of data to ensure the viability and scope of projects; coordinates with other professional staff to complete tasks and assignments. Assist chapter staff to develop, evaluate and implement contracts; conducts strategic planning sessions for chapters, training and develops agreements (MOU/MOA). Formulates, defines, clarifies, interprets, recommends, monitors and enforces policies and implementation procedures for community development, comprehensive community land use plan development, (housing development, utilities, population, solid waste management, thoroughfare, and other environmental related issues); coordinates with federal and state agencies engaged in similar mission objectives; Common tasks would include: community strategic planning, community facilities planning, assisting CLUP committee, land use planning, training chapter officials and staff on project planning process and project management; regional planning activities; securing funding sources for projects; assist chapters with development of project proposals; assist chapter with project procurement activities; assist chapters with pre-planning, planning, and project closeouts.

•Outreach - Provide ASC updates to Navajo Nation oversight committees, regional councils, boards, commissions and elected officials in planning-related issues. Attends substantial number of evening and weekend meetings, and/or staff; provides training for chapter personnel and chapter officials on planning and LGA-related topics. Keeps informed of current trends in the planning field, including legislation, court rulings, and professional practices and techniques. Provides orientation on program purpose, goals, objectives, and policy and procedures to program staff and other tribal and non-tribal entities.

•Other - Addresses all major planning issues involving NNC oversight committee, DOJ, OPVP, and DCD. Mediates conflicts between chapter and central government on local land issues and fixed assets; researches, analyzes, and interprets all applicable Navajo Nation, federal, state and including governmental overall professional planning practices, accounting and budgeting principles. Other duties as assigned by DCD Division Director and Department Manager II including but not limited to delegation of authority, presentation at chapters, attending District Council meetings, participation in DCD task force groups, and participation on hiring committees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- Two (2) years of experience in urban planning, social science, engineering or related field.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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:

Must demonstrate fluency in Navajo and English language.

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