

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05811705

DATE POSTED: 03/28/16

POSITION NO: 211602

CLOSING DATE: 04/08/16

POSITION TITLE: Senior Planner

DEPARTMENT NAME / WORKSITE: DNR/Navajo Parks & Recreation/LeChee, Arizona

WORK DAYS: Mon-Friday REGULAR FULL TIME: GRADE/STEP: AB65A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 21.18 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Overseen and manages Planning Section; administer and coordinate short and long range planning process for the Department; prepare Tactical, 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 goals and objectives for the upcoming budget cycle; prepare grant applications; submit progress and close-out reports for grants; review proposal received; develop and recommend revenue generating ideas; find innovative and creative ways to solve problems; work with park managers and supervisors to develop park improvement plans and schedules; maintains close communications with local, tribal state and federal funding sources; attend meetings on planning related issues; perform research to support department initiative and prepare statistical reports; coordinate planning activities with other department and programs; attend relevant conferences and seminars. Other duties assigned by supervisors.

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.

Preferred Qualifications:

A Master's degree in Community Planning, Architecture, Engineering, Sociology, Geography, Economics, Political Science or closely related field. Four (4) years of progressively responsible experience in planning/community development or in area of assignment.

Special Requirements:

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 in the intricate relationships of organizations. Knowledge of data gathering and research techniques. 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 and effective working relationships with other.

<<A favorable background investigation is required>>

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