

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD13911773

DATE POSTED: 04/11/16

POSITION NO: 243199

CLOSING DATE: OUF

POSITION TITLE: Senior Planner

DEPARTMENT NAME / WORKSITE: DCD / Administrative Service Centers - Chinle, AZ

WORK DAYS: M-F 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:

Administrative Duties- Will provide direct supervision, guidance, and training of the Administrative Service Center (ASC) planning, personnel, and provide oversight of all administrative functions; evaluates operations and activities of personnel; takes disciplinary action, and addresses performance deficiencies in accordance with Navajo Nation Personnel policies 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 of specific task in the planning section. Assumes duties and responsibilities for vacant planner positions as needed. 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 ASC planners 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 ASC planning 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 and project closeouts.

Project Management- Analyzes and compiles technical/ statistical information for technical reports; evaluates the feasibility of plans and recommends alternative plan/ methods in relation to costs and socio- economic trends; reviews overall topographic and geological maps; provides all required oversight responsibilities for project completion and timely closeouts. Conducts field inspection, proposal review, proposal ranking; serves as subject matter expert on many facets of the planning profession; advises management in resolving highly unusual controversial planning issues; develops criteria in guiding chapter officials, chapter staff, and partners in establishing goals, policies, priorities, and regulations and presents these policies, goals, and priorities to appropriate Navajo Nation, federal, state, or local governing bodies; Assist ASC planners by working closely with project stakeholders (NTUA, NHA, IHS, DES, CIO, CHID, SWMP, contractors, other Navajo Nation departments, federal/ state/local agencies, etc.) to ensure that projects are adhering to established timelines; Also assist ASC planners by working closely with these stakeholders on clearly communicating established policies and procedures for implementation of projects starting from pre-planning to close out; Typical tasks will include: new housing development, power line and waterline development, renovation, assist with architectural designs for community planning.

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 including but not limited to

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 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.