

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD1357840

Date Posted: 06/03/13

POSITION NO: 241104

Closing Date: 06/14/13

CLASS CODE: 1961

POSITION TITLE: Senior Planner

DEPARTMENT NAME: Local Governance Support Center

DEPARTMENT NO: 135 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: MON - FRI

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Provides decision makers with a comprehensive view of problems and operations with new and projected programs; provides alternative solutions and provides a picture of the advantages and disadvantages of problems under study; coordinates planning activities with several different jurisdictional authorities, such as with state, county, and various federal agencies; develops and carries out research; writes reports or develops work programs to solve problems; gathers, analyze and presents data in the form of written, graphic, or oral reports.

Projects long term influence of legislated and executive policy changes, which may significantly impact the growth and development of the Nation; deals extensively with policy questions arising from projected changes; develops detailed plans; obtains and analyzes information related to problem areas, and supports conclusions and/or recommendations with detailed reports; formulates, defines, clarifies and interprets policies, goals and objectives, activities of planning, research and proposals, making recommendations as warranted by the study; evaluates the feasibility of plan alternatives in relation to costs trends, and social pressures.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Community Planning, Architecture, Engineering, Sociology, Georgraphy, Economics, Potlitical Since, or closely related field; and

Experience:

Four (4) years of experience in urban and regional planning; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of Planning concepts, principles, techniques and practies; 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, economcs, public finance, sociology, environmental design, resource development and ecology; Knowledge of 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; Skills in graphic instructions such as blueprints, layouts, base maps or other visual aids; Skill in pomprehending and making inferences from written materials such as census data, surveys, previously done studies or government document reports; Skills in establishing and maintaining an effective working relationships with others.

License/Certification Requirements:

Valid state driver's license, *preferred*.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99