

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR03711114 DATE POSTED: 11/30/15
POSITION NO: 203363 CLOSING DATE: OUF
POSITION TITLE: Senior Planner
DEPARTMENT NAME / WORKSITE: Department of Navajo Veterans Affairs/Window Rock, Arizona
WORK DAYS: Monday-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:

Assist Department Manager II with the overall management process of the program or projects, contract and grants administration, general accounting, new program initiatives and the development of various reporting procedures and guidelines. Collaborate and supervise program or project staff to achieve organizational goals and objectives. Develop and administer the programs or projects budget; provides recommendations accounting and expenditure control; work with J.D. Edwards Financial Management Information Systems; Communicate regularly on program and/or project activities through reports, presentation and meetings; provides technical assistance to agency field offices, other departments and tribal entities; interprets relevant policies, procedures and standards; coordinates planning activities with department agency offices regarding programs and projects; In absence of Department Manager II and Administrative Service Officer represent department with tribal officials, governmental representatives and the public. Provides decision makers with a comprehensive view of problems and operations with new and projected programs; develops and carries out research; gathers, analyzes and presents data in the form of written, graphic or oral reports. Projects long term influence of legislated and executed policy changes, which may significantly impact the growth and development of the department; 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 and possess knowledge of Project Management.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

(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 makeup on 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 of the intricate relationships of organizations, data gathering and research techniques, theory and methods of formulating land use and other policies; Skill in research and analysis of other studies and reports, graphic instructions such as blueprints, layouts, base maps or other visual aids; skill in establishing and maintaining an effective working relationship with others.

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