

PLANNING AIDE

DEFINITION: Under general supervision, performs routine duties of moderate difficulty in the gathering and compiling of program planning data; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Gathers, collects, assembles, compiles and makes available raw data, statistics, and information for use in program studies and development; summarizes information from maps, reports, field investigations and research; traces maps and prepares statistical tabulations, charts and graphs to illustrate planning studies such as those concerning population, transportation, traffic, land use, zoning, proposed housing developments, water and sanitation development and public utilities.

Schedules and conducts field studies; surveys traffic volume, various social and educational related issues, such as housing, school facilities and equipment, juvenile delinquent activities, recreation, zoning and other conditions which affect planning studies; assists chapters and communities with economic and community planning and development; establishes and maintains contact and liaison with tribal, state and federal agencies and organizations for technical assistance and coordination of efforts.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of basic principles of data gathering, compiling statistics and research methods.

Knowledge of basic planning concepts.

Knowledge of computer aided drafting.

Skill in the use of drafting equipment such as rapid graph pens, drafting pencils, engineering and architectural scales, triangles, straight edges, compasses, templates, French curves, and x-acto knives, and computer aided drafting equipment, such as AutoCAD.

Skill in the inking Mylar, splicing, taping and mounting maps on foam core board, and coloring maps.

Skill to establish and maintain effective working relationships with department heads and other tribal officials.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimal physical effort in an office environment.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.

PREFERRED QUALIFICATIONS:

- Two (2) years of work experience in planning studies, development, research or closely related area.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

THE NAVAJO NATION

Class Code: 1964
Planning and Analysis Series
Planning Group
Overtime Code: Non-Exempt
Pay Grade: 55

PLANNING AIDE

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.