

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: PLANNER III

EXEMPT: Yes	Job Code: 3-SS T6
TARGET SALARY: \$20.88 to \$24.56/DOQ	SHIFT: 8 – 5
PROGRAM: CP&ED	LOCATION: Bldg 101
Reports To: Community Planning & Economic Development Manager	

SUMMARY: Provides technical and project management support to the Community Planning and Economic Development (CP&ED) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provides project management support as needed in CP&ED including: development of cost estimates and funding strategies; RFPs and RFQs; contract development, negotiation, and administration; coordination of consultants and contractors; development of timelines; and, project budget management including processing of invoices and tracking project budgets.

Aids in development of transportation, land-use, and comprehensive plans.

Gathers planning documents and statistical or other background studies to assist in departmental planning.

Assists in community surveys, community meetings and other information gathering tasks to develop updated information for planning purposes.

Identifies opportunities and limitations of various properties and sites for suitability to specific types of land development through environmental review process with land-use committee.

Prepares and presents reports to various committees and Tribal Council as appropriate; drafts resolutions; prepares requests for proposals and other contract documents; and, participates in plan development for CP&ED and the Tribe as requested by CP&ED Manager.

Serves on transportation, land-use, and construction committees and boards as needed. Aids CP&ED Manager and Grant Writer in identifying funding and project opportunities; and, technical assistance for land-use, transportation, and construction.

QUALIFICATION AND REQUIREMENTS:

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Land Use and Urban Planning, public administration or business administration, or a closely related field is required.

Must have 5 years related job experience in professional proposal or report writing and proven successful grant proposal track record, experience in budgeting, program administration and program planning experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries from regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Comprehensive knowledge of research; ability to distinguish and identify funding opportunities for a diverse array of Tribal programs. Knowledge of application of the following information to grant preparation: land use data, social and health services data, demographic data, graphic and statistical presentation, other information as needed.

Must have excellent oral and written communication skills, and be comfortable with a Teamwork environment. Must be able to work collaboratively and independently.

Must have knowledge of Native American culture and communities.

Must be highly organized, able to work effectively under pressure and within tight time constraints, juggle multiple projects simultaneously, and produce quality work while meeting deadlines.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Normal office environment, non-smoking. Normal office physical demands, which may include light lifting.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: May 10, 2019
CLOSE: May 23, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be

applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14,
Subchapter V, Sections 472 and 473.