

Tolowa Dee-ni' Nation

Position Description

Title: Planning Director
Class: Management
Status: Full-time
Supervisor: COO
Effective Date: July 27, 2017

Dept: Planning
FLSA: Exempt
Pay Grade: 11-12 (\$28.88-\$45.87)
Subordinates: Yes
Grant Funded: No

Position Summary:

The Planning Director is primarily responsible for developing, proposing, and implementing projects and planning activities. The position will be responsible for guiding a Master Planning process. The Master Plan will guide future community and government vision. The Planning Director will also identify and develop community planning grant opportunities. The Planning Director is expected to have a high degree of knowledge and ability in identifying and solving problems, policy interpretation and analysis and maintaining frequent contact with the Executive Office.

Essential Duties and Responsibilities:

1. Oversees and implements the Planning Department goals and objectives and provides supervision and guidance to all departmental staff.
2. Represents Nation at local and regional intergovernmental planning meetings as directed by the Executive Director.
3. Works closely with the Office of Self-Governance to align the strategic plan with Title IV Compact obligations.
4. Works with the executive office to update Titles within the Tribe related to planning to maintain concurrency with adopted plans.
5. Administers the Tribe's Transportation Program and coordinates with Federal Highways and/or BIA.
6. Reviews, routes, and issues land use, zoning, and other permits for Tribal properties as needed.
7. Gathers information on related city and county regulations and prepares applications for the Nation to receive permits from city, county, state, and federal agencies as needed.
8. Assists the COO with maintaining and updating the Annual Operations Plan.
9. Works with government management to maintain and update the Strategic Plan annually and ensure concurrency with other planning documents and titles.
10. Coordinates tribal government planning efforts to write and maintain the Comprehensive Plan and ensure concurrency with other planning documents and ordinances.

11. Assists the tribal government to establish a Long Range Vision and ensure concurrency with other planning documents and Titles of the Tolowa Dee-ni' Nation Code.
12. Develops tribal transportation plans, coordinating studies and analyses by traffic consultants, and manages transportation reporting to granting agencies.
13. Coordinates monthly planning meetings with Planning Oversight Committee to continue work related to planning, and coordinating specific projects.
14. Gathers and maintains comprehensive data on Tribal Members and programs for planning and funding decisions.
15. Coordinates the research for funding that support capital improvement projects as directed by Executive Director.
16. Conducts grant pre-application meetings to identify and prioritize project needs and to ensure concurrency with the Strategic Plan.
17. Administers the fee-to-trust application process.
18. Works cooperatively with members of the community, staff, and Tribal Council.
19. Maintains a well-organized and professional work environment.
20. Temporary or permanent duties and responsibilities maybe added to, or modified as deemed necessary.

Supervisory Responsibilities:

This position will oversee the Planning Department and all staff within the department.

Minimum Qualifications:

1. Must be able to perform all essential duties and responsibilities.
2. Must possess a B.A. in Planning or closely related field and five years directly related success with writing major grants for tribes or other governmental agencies.
3. Must have five years of demonstrated supervisory experience.
4. Must possess ability to conduct research, assess data, develop strategies and make written recommendations of activities to meet tribal needs.
5. Must be proficient in Microsoft Office Suite.
6. Must have excellent written, verbal, and interpersonal communication skills.
7. Must be able to travel or work flexible hours for research and projects.
8. Must possess integrity and initiative.
9. Must submit to and pass a pre-employment drug and alcohol screen.

10. Qualified American Indian Preference applies.

Preferred Knowledge:

1. Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
2. American Institute of Certified Planners (AICP) certification.
3. Knowledge of grant application processes and requirements of funding agencies.
4. Knowledge of various grant programs available to Tribal governments.
5. Introductory understanding of Federal Indian law as it relates to tribal government development.
6. Ability to develop, write, and implement strategic plans and to provide necessary documentation to support grant requirements.

Language Skills:

A high level of communication, presentation, and listening skills are required to perform the functions of the position along with the ability to efficiently comprehend, analyze and interpret technical manuals, government laws, rules and regulations.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to take initiative, utilize innovative techniques and apply common sense to implement the core functions of the position. Must have an understanding of planning, programs, and strategy and the ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/move 50 pounds.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The Tribal Planner spends long hours sitting and using office equipment and computers and will be travelling and participating in meetings with small and large groups. The Tribal Planner will do some light lifting of supplies and materials. The Tribal Planner must manage many requests, situations, tasks, and projects both long and short term at the same time with grace and confidence. Frequent interruptions and may find the environment to be busy and noisy. Must meet deadlines and due dates for a variety of reports, events, and projects. The Tribal Planner will need excellent organizational, time management, and stress management skills.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, all employees must be in good standing with TDN and its entities. Past employment may be taken into consideration.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____