



Tolowa Dee-ni' Nation Position Description

Title: Senior Planner
Class: Management
Status: Full Time
Supervisor: Planning Director
Effective Date: June 2019

Department: Planning
FLSA: Exempt
Pay Grade: 9-10 (23.82 – 37.79)
Subordinates: Planner I, II, III
Grant Funded: No

Position Summary:

Under the general supervision of the Planning Director, the incumbent performs research, project and program analysis, grant preparation, writing, and monitoring activities in support of the Tribe's advanced planning and program implementation activity; responsible for the initial implementation of specific programs; conducts project management activities to insure compliance with project goals and objectives, maintains project budgets, helps track information on specific Notices of Funding Availability, responsible for specific long term planning activities and projects for the benefit of the Tribe in accordance with the strategic planning documents approved by Council; as a member of a staff team, helps to organize and provide support for community meetings on specific issues; assists with the preparation of formal reviews of projects or undertakings and prepares recommendations for specific action to the Tribal Council.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Grant Management

1. Draft grant applications, funding proposals as needed.
2. Performs analytical reviews of grant applications Serve as a project officer on specific community development projects or Initiatives.
3. Gathers, analyzes, maintains and reports out on information for specific community needs assessments.
4. Provide technical assistance to all departments for proposal development, and adherence to TDN mission, vision, and goals.
5. Develop a functional, streamlined approach to grant seeking and grant management system that best meets the needs of the Tribe & Departments.
6. Research funding sources for Tribal programs. Perform all duties required for grantsmanship; including, but not limited to, writing, editing, research, data compilation and data analysis.

Contract Management

7. Responsible to perform contract management duties, including but not limited to, bid preparation, budget negotiations, project scope development, construction monitoring and project close-out activities.
8. Responsible to perform initial contract review and oversight of Contractors or Consultants engaged by the department for the Tribe.
9. Draft RFQ/RFPs, other solicitations, to procure services & contractors. Oversee bid processes in compliance with all tribal, federal, state, other required regulations and policies.

Project Management

10. Manage a portfolio of projects; Senior Planner would be the primary point of contact, insuring project is successful: all deliverables met on-time and on-budget, and all required reports, invoices, and close-outs are performed timely.
11. Conducts field work activity as assigned in order to inspect ongoing tribal projects or to determine conditions on a specific site or general area of the reservation.
12. Establish and maintain productive working relationships with other department staff, as well as agency, funder, & regulatory staff.
13. Compiles data for use in preparing planning studies; summarizes information from reports, field and file investigations, maps, notes, and all other available sources; assists with field interviews and surveys of conditions in the Tolowa Dee-ni' Nation and in the immediate region which may affect said studies.

Planning Management

14. Assists in the development and implementation of land use planning documents and land use policies.
15. Leads Staff & Community Workshops/meetings to gather information & input on land use planning decisions and documents.
16. Responds to requests for information from Staff, Agencies, & Tribal members, and maintains a log of such contacts or requests.
17. Write reports & presentations for funders, Council, staff, including narrative, maps, other graphics
18. Prepares and submits information for periodic reports to the Tribal Council on project activity; prepares other interim reports as requested by the Planning Director.
19. Provides support during Council meetings, work sessions, or hearings as assigned or directed.
20. Additional duties as deemed necessary to meet the requirements of the department.

Supervisory Responsibilities:

- Performs the full range of supervisor duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment, and capability of employee. Develops work performance plans and evaluates performance of subordinates.
- Provides advice, instruction and guidance to subordinates on work matters. Develops career plans for staff designed to improve the job-related effectiveness of each departmental employee. Reviews and makes recommendations on personnel actions such as employment, retention, promotion and termination.

Minimum Qualifications:

1. Bachelor's Degree in Planning and Land Use, Environmental Studies, Public Administration, Economic Development or related field plus five (5) or more years of progressively responsible work experience in planning or land use administration, or rural community development and program planning for a tribal organization, public agency, or community based organization is required. One year of the required experience must have involved primary responsibility for a specific program or project. Progressively responsible work experience in a similar occupation may be substituted for the education requirement (two years of full time experience equals to one year of college).
2. Demonstrated knowledge of program development, organization and evaluation methods and practices, administrative and budgetary analysis principles and procedures, evaluative methods and techniques, and federal and state funding programs.

3. Demonstrated knowledge of public and private sectors funding programs.
4. Demonstrated knowledge of effective technical writing skills, grantsmanship techniques and program design required.
5. Ability to critique proposals, based upon program needs, grantsmanship skill, funding source requirements and writing techniques.
6. Ability to prepare concise and informative reports; speaking and writing skillfully and effectively.
7. Ability to establish and maintaining cooperative and effective working relationships with employees, funding agencies, other stakeholders, and Tribal Council.
8. Demonstrated knowledge of procurement & contract management methods.
9. Demonstrated knowledge of the Tolowa Dee-ni' Nation & Tribal communities.
10. Highly computer literate and familiar with Microsoft Office Professional and related software programs.
11. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
12. All applicants are subject to the Tribe's Drug and Alcohol Free Workplace Policy including pre-employment screening.
13. Ability to manage complex budgets involving multiple funding sources.
14. Must be willing to work a flexible schedule which may include evenings and weekends.
15. Must submit to and pass a pre-employment drug and alcohol screen.
16. Qualified American Indian Preference applies.

Preferred Knowledge:

1. Understanding of Tribal Governments and Federal and state regulations is preferred.
2. Comprehensive knowledge of the history, culture and organizational history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.
3. Knowledge and experience in the documentation of & evaluation of program activities is preferred.
4. Knowledge & background in Tribal Land Use Planning

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding 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 use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Vision Requirements:

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

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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 Tolowa Dee-ni' Nation laws and policies, the applicant must be in good standing with Tolowa Dee-ni' Nation and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____