



Tolowa Dee-ni' Nation

Position Description

Title: Planner II

FLSA: Non-exempt

Pay Grade: 7-8 (\$18.88 - \$29.82)

Subordinates: Temporary Project Staff

Department: Planning

Status: Full Time

Supervisor: Senior Planner

Grant Funded: No

Position Summary:

The Planning Coordinator is responsible for providing technical and administrative support necessary so that the Planning Director and the Planning Department as a whole can perform all functions & responsibilities, providing a premier level of service within the department, to other departments, the government as a whole, as well as Tribal citizens, and other customers/stakeholders. This position performs core functions of the Planning Department, including, but not limited to: realty transactions; maintaining realty files; drafting and execution of contracts; issuing and filing of permits; project management, including reporting, invoicing, budgeting and tracking of revenue & expenditure. Position requires strong verbal & written communication skills.

Essential Duties and Responsibilities:

1. Maintain current and accurate files on real property acquired by and for the Tolowa Dee-ni' Nation.
2. Facilitate all aspects of real property sales & transfers.
3. Draft, execute, record, and file contracts, and other agreements, such as permits.
4. Upon training, facilitate & track Fee-To-Trust land transfer process.
5. Maintain high degree of confidentiality regarding proposed and actual property acquisitions.
6. Assist the Planning Staff in tracking and implementing internal and external reporting, tracking, and record keeping systems.
7. Draft documents, letters and memorandums.
8. Establish and maintain current and accurate electronic & hard copy files on all critical department functions, such as permits, projects, general office. files. Review permits, forms, requests, and surveys for accuracy & completeness; assist customers in completing permits, requests, other forms as needed.
9. Confers with supervisors, department heads, administrators, staff and the public regarding business of the department. May personally perform difficult complex and confidential administrative and fiscal duties.
10. Support overall Tolowa Dee-ni' Nation operations by assisting in special projects.
11. Perform and/or delegate short or long term tasks, keeping a record of tasks and their status.
12. Compose correspondence and other written materials, as directed.
13. Maintain an effective and professional working relationship with the Tribal Citizens general public, various clientele, co-workers, other governmental agencies and Tribal Council members.

14. Plans, coordinates and works with the Fiscal Department to ensure fiscal accountability, including budgets, revenues, expenditures, reports for planning projects.
15. Assist in drafting of grant proposals, including project narratives, work plans, budgets, and forms.
16. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.
17. Other duties as assigned.

Supervisory Responsibilities:

Planner II may be responsible to supervise staff working on projects, such as interns, work-experience staff, summer youth, and other similar positions as workload and opportunity dictates.

Minimum Qualifications:

1. Bachelor's Degree and two (2) years office administration experience or two (2) years of experience in a community development and/or planning.
2. Two (2) years of higher education (AA) required and four (4) years office administration experience or four (4) years of experience in a community development and/or planning.
3. Two (2) years fiscal and/or realty experience.
4. Knowledge of common office practices and computer literacy in a Microsoft Office environment is required.
5. Demonstrable organizational skills required.
6. The ability to take minutes and an ability to prioritize tasks in a multi-faceted environment is preferred.
7. Must submit to and pass a pre-employment drug and alcohol screen.
8. Must be able to perform all essential duties and responsibilities.
9. Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Deeni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical manuals, and government regulations. Ability to write reports, business correspondence, and procedure manuals, ability to effectively present information and respond to questions from groups of managers, clients and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as interest, 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 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 30 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 work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. The environment can be active due to sheer numbers of children and families in close proximity.

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.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN 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 herein. 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:** _____